



COURT INTERPRETER REQUEST AND RECORD

Control/Invoice No.		
Registry #	Invoice #	Invoice Date
		YYYY - MM - DD

1 Interpreter Information

Name/Agency (must be the same name that appears on Interpreter Contract):

Level Telephone Number

Address

Email

2 Scheduling Information

Registry Location

Interpreter for

☐ Witness ☐ Party ☐ Accused

Name of person booking interpreter

Requested by

☐ Court ☐ Crown ☐ Applicant ☐ Defence ☐ Respondent

Telephone

Method of Appearance

Date of booking (yyyy/mm/dd)

Federal Matter?

Additional Comments

3 Record

Date Required YYYY - MM - DD	Court File Number	Case Name	Language	Reason	Fed.	Court Room	Start Time	Finish Time	Approver's Initials
					<input type="checkbox"/>				
		Federal Prosecutor's Name:							
					<input type="checkbox"/>				
		Federal Prosecutor's Name:							
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		Federal Prosecutor's Name:							
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		Federal Prosecutor's Name:							
					<input type="checkbox"/>				
		Federal Prosecutor's Name:							

4 Cancellation Information (Project Code 1500144)

Appearance Cancelled	Time	Date	Cancellation Fee Applicable	Cancelled by:

Notes

