

ARKANSAS SUPREME COURT
ADMINISTRATIVE OFFICE OF THE COURTS
OFFICE OF COURT INTERPRETER SERVICES



TRANSLATION REQUEST FORM

DATE OF REQUEST: Click or tap here to enter text. **JUDGE:** Click or tap here to enter text.

REQUESTED BY: Click or tap here to enter text.

PHONE: Click or tap here to enter text.

EMAIL: Click or tap here to enter text.

DOCUMENT TITLE: Click or tap here to enter text.

LANGUAGE: Click or tap here to enter text.

REQUESTS OTHER THAN SPANISH WILL BE OUTSOURCED TO FREELANCE TRANSLATORS.

YOUR REQUEST WILL GO IN QUEUE IN THE ORDER IN WHICH IT WAS RECEIVED. IF YOU NEED THE TRANSLATION EXPEDITED AND YOU HAVE FUNDS AVAILABLE TO PAY FOR THE TRANSLATION WE WILL OUTSOURCE THE WORK TO A TRANSLATOR WHO IS APPROVED BY OUR OFFICE AND WE WILL OVERSEE THE PROJECT.

☐ **I WANT TO GO IN QUEUE**

☐ **WE HAVE FUNDS TO PAY FOR THE PROJECT. PLEASE SEND AN ESTIMATE OF THE COST TO TRANSLATE THE ATTACHED DOCUMENTS.**

OCIS OFFICE USE ONLY

REQUEST APPROVED: ☐ **REQUEST REJECTED:** ☐

FORM TRANSLATION: ☐ **AUDIO TRANSCRIPT/TRANSLATION:** ☐

REASON FOR REJECTION: Click or tap here to enter text.

ESTIMATED COMPLETION DATE: Click or tap here to enter text. **ACTUAL COMPLETION DATE:**

IF TRANSLATION OUTSOURCED:

CONTRACTOR: Click or tap here to enter text. **PHONE:** Click or tap here to enter text.

EMAIL: Click or tap here to enter text.

TOTAL FEE: Click or tap here to enter text.

TRANSLATION SENT TO REQUESTOR: ☐ **DATE:** Click or tap here to enter text.