

LIMITED ENGLISH PROFICIENCY OR HEARING IMPAIRED REQUEST POLICY

Westmoreland County provides interpreters for persons with limited English proficiency and those who are hearing impaired to permit access to judicial proceedings.

If an interpreter is requested, please complete the **Limited English Proficiency/Hearing Impaired Request** form and return the form to:

LANGUAGE ACCESS/ADA COORDINATOR
OFFICE OF THE COURT ADMINISTRATOR
2 NORTH MAIN ST.
GREENSBURG, PA 15601

Or, FAX (724) 830-3558

Or, E-MAIL ADA&LanguageAccess@CO.WESTMORELAND.PA.US

Note: Please provide supporting documentation, if available, such as a copy of the criminal complaint or a description of the issues of the case. This information is important as it assists the interpreters in preparing for the assignment.

If you have questions regarding the form, or require assistance, please call the LANGUAGE ACCESS/ADA COORDINATOR at (724) 830-3829.

The Coordinator will secure an interpreter or appropriate accommodation. Interpreters will bring the Request Form with them to the scheduled appearance. Once their services are completed, a member of the judge's staff or court supervisor must sign the bottom of the request form to certify the start and end time of the interpreter assignment. Please note that most interpreters charge a minimum of at least two hours. You may contact LANGUAGE ACCESS/ADA Coordinator if any questions arise regarding the certification section of the form.

The interpreter will return the form to the LANGUAGE ACCESS/ADA COORDINATOR for payment of services.

***** IMPORTANT *****

Please provide as much notice as possible when requesting an interpreter. If you no longer require the services of the interpreter/accommodation, contact the LANGUAGE ACCESS/ADA Coordinator IMMEDIATELY to cancel your request, since the court will incur expenses for failure to cancel the interpreter in a timely manner.