

FILED  
SUPERIOR COURT  
JACKSON COUNTY GA

2020 MAR -2 PM 3:42

CAMIE W THOMAS, CLERK

IN THE SUPERIOR COURTS OF  
THE PIEDMONT JUDICIAL CIRCUIT  
STATE OF GEORGIA

IN RE: COURT INTERPRETERS : APPLICATION PROCEDURE

ORDER

The Court having found that there is an increasing frequency for the need of Court Interpreters and having determined an immediate need for enforcing current guidelines pursuant to U.S.C.R. 7.3, for the purpose of maintaining judicial efficiency and economy, the following policy regarding Court Interpreters shall be implemented in all criminal and civil cases in this Circuit.

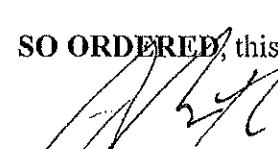
The requesting party shall file an Application for Interpreter with the Court by filing AND submitting said Application to the Judicial Secretary for the appropriate judge or such other person(s) as this Court shall hereinafter appoint, *no less than ten (10) days* before the first day of the hearing day or trial term in which an interpreter will be needed. This Application shall be served upon opposing counsel and the Circuit Court Administrator, Steve Nevels. The Court shall, if necessary to a resolution of the issue, examine a party or witness on the record to determine whether a court appointed interpreter is needed.

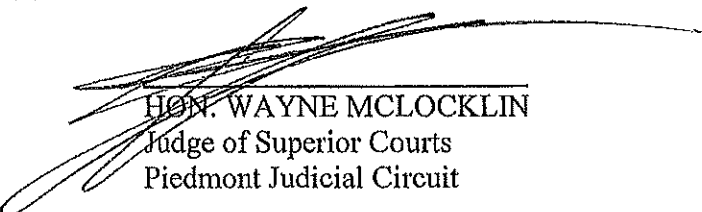
The Application for Interpreter shall be filed as soon as it is determined that such interpreter is needed but absolutely *no less than ten (10) days* before the first day of the trial term in which the interpreter will be needed. Such Application shall include: (1) *the case number* in which an interpreter will be needed; (2) *the style* of the case; (3) the *name of the person* involved in the case who *requires interpretation*, and their *relationship to the case* (i.e. defendant, victim, witness); (4) the type of language interpretation needed (whether hearing impaired or a spoken language interpreter is required including the language and dialect if applicable); (5) the specific hearing date or date during the trial week in which the case shall be called; and (6) the estimated time of need for an interpreter.


The Application for Interpreter shall substantially conform to the Application attached hereto as "Exhibit A."


The Clerk of Court in each county within the Piedmont Judicial Circuit shall file this Order and enter it upon the Minutes of the Court.

SO ORDERED, this 2 day of March, 2020.

  
\_\_\_\_\_  
HON. JOSEPH BOOTH  
Chief Judge of Superior Courts  
Piedmont Judicial Circuit

  
\_\_\_\_\_  
HON. WAYNE MCLOCKLIN  
Judge of Superior Courts  
Piedmont Judicial Circuit

  
\_\_\_\_\_  
HON. NICHOLAS PRIMM  
Judge of Superior Courts  
Piedmont Judicial Circuit

  
\_\_\_\_\_  
HON. CURRIE MINGLEDORFF  
Judge of Superior Courts  
Piedmont Judicial Circuit

**Judicial Assistant Contact Information:**

Chief Judge Joseph Booth – Karla Branch – (706) 387-6392; kbranch@jacksoncountygov.com  
Judge Currie Mingleдорфф – Heather Tarver – (770) 867-1162; htarver@barrowga.org  
Judge Wayne McLocklin – Dawn Crowder – (706) 387-6402; dcrowder@jacksoncountygov.com  
Judge Nicholas Primm – Vicki Murch – (770) 307-3032; vmurch@barrowga.org

**Circuit Court Administrator Contact Information:**

Steve Nevels (706) 387-6393; snevels@jacksoncountygov.com  
Steve Nevels' Assistant – Teresa Binns – (706) 387-6400; tbinns@jacksoncountygov.com

**Order Prepared By the Court**

IN THE SUPERIOR COURT OF \_\_\_\_\_ COUNTY  
STATE OF GEORGIA

\_\_\_\_\_,  
VS. \_\_\_\_\_,  
: :  
: : CASE NUMBER: \_\_\_\_\_  
: :  
: :  
: : APPLICATION FOR  
: : COURT INTERPRETER

APPLICATION FOR COURT INTERPRETER

Now comes \_\_\_\_\_ and hereby files this Application for a Court Interpreter in the above styled case. [name of party needing interpretation services] is the: **choose one (Defendant/Victim/Witness)** in this case and is: **choose one (not a speaker of the English language/hearing impaired)**. \_\_\_\_\_ speaks the language of \_\_\_\_\_ in the \_\_\_\_\_ dialect.

The above numbered case will be called for hearing or trial on \_\_\_\_\_, and is estimated that an interpreter will be needed for [insert amount of time].

WHEREFORE, the \_\_\_\_\_ prays that an interpreter be provided by this Court.

Respectfully Submitted, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
PARTY: \_\_\_\_\_  
TITLE: \_\_\_\_\_