

IN THE SUPERIOR COURTS OF 2025 JUN -5 AM 9:34
BARROW AND JACKSON COUNTIES
STATE OF GEORGIA

STANDING ORDER ON PROCEDURE FOR APPLICATION FOR COURT INTERPRETERS

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. 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 is interpreter is required including the language and dialect if

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applicable); (5) *the specific hearing date or date during the trial week* in which the case shall be called; (6) *the estimated time* of need for an interpreter.

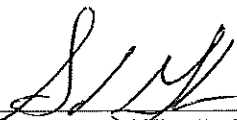
The Application for Interpreter shall substantially conform to the Application attached hereto as "Exhibit A".

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

SO ORDERED this 27th day of May, 2025.



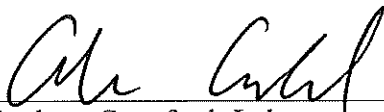
Nicholas Primm, Chief Judge
Piedmont Judicial Circuit



Sarah J. Griffie, Judge
Piedmont Judicial Circuit



Benjamin Green, Judge
Piedmont Judicial Circuit



Andrew Crawford, Judge
Piedmont Judicial Circuit

Judicial Assistant Contact Information

Chief Judge Nicholas Primm – Mandy Chandler – (770) 307-3032 – amchandler@barrowga.org

Judge Sarah Griffie – Ingrid Restrepo – (706) 387-6402 – irestrepo@jacksoncountygov.com

Judge Benjamin Green – Karla Branch – (706) 387-6392 – kbranch@jacksoncountygov.com

Judge Andrew Crawford – Heather Tarver – (770) 867-1162 – htarver@barrowga.org

Circuit Court Administrator Contact Information

Tarla Atwell – (706) 687-6393 – tsatwell@jacksoncountygov.com

Tarla Atwell's Assistant – Teresa Binns – (706) 387-6400 – tbinns@jacksoncountygov.com

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EXHIBIT "A"



REQUEST FOR INTERPRETER

TO: ONE Language Services
107 West Courthouse Square
Suite 275
Cumming, GA 30040
legalrequests@one-lsp.com

FROM: _____

DATE OF REQUEST: _____

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Language: _____

Re: _____

Case No. _____

Charges: _____

Type of Hearing: _____

Date of Hearing: _____

Time of Hearing: _____

Location: _____

Hearing in person _____ by video _____

Judge: _____

Assistant District Attorney: _____

Attorney for Defendant: _____

Copy to Tarla Atwell, Court Administrator

FOR CASE COUNT: _____ CIVIL _____ DOMESTIC _____ CRIMINAL