

HOW TO SCHEDULE INTERPRETER FOR GENERAL SESSIONS COURT PROCEEDINGS

- ❖ Interpreters can be requested **ONLY** by:
 - The defense attorney or public defender
 - The solicitor if the defendant is pro-se (has not retained an attorney)
 - Government agency involved if no defense attorney or solicitor involvement in case

- ❖ An interpreter can be requested for **General Sessions** court proceedings by submitting a written request emailed to: cocriminalrecords@greenvillecounty.org stating the language needed. (Court proceedings include hearings, pleas, and trials held in a courtroom before a Judge.) Upon receipt of your request, Criminal Records will forward you interpreter names and contact information. **The Clerk of Court provides interpreter contact information for *General Sessions* cases only.**

- ❖ **It is the requestor's responsibility** to contact interpreters and coordinate proceeding dates/times with the interpreter directly after contacting the Clerk of Court with their request.

- ❖ **It is the requestor's responsibility** to notify the interpreter of any continuances or cancellations regarding the proceeding and notify the interpreter of the new date and time if applicable.

- ❖ **If no interpreter is available for the desired date/time**, the requestor should email cocriminalrecords@greenvillecounty.org, state that no interpreter is available for the date/time needed, and request a telephonic interpreter. All pertinent details should be included in the email (defendant name, indictment number(s), date/time of hearing).