

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 scheduled for **General Sessions** court proceedings by submitting a written request using the form below emailed to: cocriminalrecords@greenvillecounty.org . (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 contact the Solicitor's Office to reschedule.

- ❖ Please complete the Interpreter Request Form in its entirety. Incomplete forms will be returned to the requestor for completion.

Request for Interpreter Appointment – Greenville County General Sessions

PLEA TRIAL HEARING (circle one)

Language _____

Date Interpreter Needed _____

Defendant Name _____

Warrant No. & Charge _____

PDF/Defense Atty _____

Solicitor _____

Requesting Party's Name _____

 Email _____

 Phone _____

Date Request Submitted _____