



Virginia Department for the Deaf and Hard of Hearing

COURT SIGN LANGUAGE INTERPRETER/CART REQUEST FORM
-For Pre-Disposition Services Only-

Please fill completely.

Where an "*" is shown, the information is required.

THIS FORM IS FOR AUTHORIZED USE ONLY. (COURT STAFF, COURT-APPOINTED ATTORNEYS, ETC.)
 Consumers seeking accommodations must contact the Clerk of the Court where the proceeding will be held.

▶ Please check the appropriate box(es) below for the Communication Services you need: SIGN LANGUAGE INTERPRETER CART PROVIDER OTHER (Specify) _____		
▶ Date(s) of Assignment:*		▶ Today's Date:*
▶ Start Time of Assignment:*	▶ End Time of Assignment: <small>(if none provided, two hour maximum will be assumed)</small>	▶ Duration on docket*
▶ JURISDICTION OF COURT REQUESTING SERVICE:*		
▶ COURT ADDRESS:*		▶ Courtroom #
▶ NAME of PERSON SUBMITTING THIS FORM ("Requestor"):	▶ Phone Number:*	▶ Email Address:*
▶ Location: IS THIS ASSIGNMENT AT THE COURT ADDRESS? * YES NO		
▶ Address of Assignment IF NOT AT COURT ADDRESS: (include full address bldg, floor, room #, etc.):		
▶ If no onsite service provider is available, can this assignment be covered remotely? Yes No TBD See page 2 for clarification.		
▶ Description of Charge(s) /Nature of Case:*		
▶ Case Number(s):*	* Civil Criminal/Traffic	
▶ Type of Assignment/Proceeding (select all that apply):*		
Intake Arraignment Bond Hearing Status Hearing Review Hearing Probable Cause Hearing Preliminary/Motions hearing Attorney/Client Meeting	Deposition Adjudication Disposition Sentencing Bench Trial Jury Trial Jury Duty Civil Commitment/TDO	Other PRE-Disposition Needs (Explain)

▶ Name/Role of All Key Parties *

NAME	ROLE	DEAF/HH?	AGE	GENDER

ADDITIONAL INFO/BACKGROUND/NOTES:

Specific Communications Needs (if known):

- ASL CDI (Certified Deaf Interpreter) CART
- PSE Tactile Oral Transliteration
- SEE Close Vision Cued Speech

Other (explain): _____

How many interpreters needed? (If known based on case history):

Please provide any background/notes/etc. that will assist the interpreter in preparing for this case:

Regarding remote services through VDDHH coordination: The court must provide the webmeeting link (e.g. Webex) and have the capability to provide adequate audio and video access via digital device or courtroom equipment.