

Community Legal Interpreter Bank Interpreter Request Form – Pro Bono Case

Email requests as an attachment to InterpreterBank@ayuda.com with subject line: "Interpreter Request."
Please attach any documents the interpreter will sight translate.

By submitting this form, the requesting firm agrees to adhere to all of the terms and conditions of the service agreement between Ayuda and the requesting firm.

Requesting Firm:			
Location and Address of Meeting			
Attorney/Paralegal Name and Phone			
Mark all that apply		<input type="checkbox"/> First Meeting <input type="checkbox"/> Follow-up Meeting <input type="checkbox"/> Meeting already confirmed with interpreter	
Language and Country of Client			
# People Impacted/ Served		Residency	<input type="checkbox"/> Washington, D.C. <input type="checkbox"/> Maryland <input type="checkbox"/> Virginia <input type="checkbox"/> Other:
Special Requests <i>(Gender, Outside Travel, other issues)</i>			
Time, Date, estimated length of session <i>(Consider time for pre-session with interpreter)</i>			
Alternate Times and Dates			
Type of Legal Case <i>(choose all that apply)</i>		<input type="checkbox"/> Immigration <input type="checkbox"/> Housing <input type="checkbox"/> Public Benefits <input type="checkbox"/> Employment <input type="checkbox"/> Consumer <input type="checkbox"/> Family <input type="checkbox"/> Involves Trauma/Abuse <input type="checkbox"/> Other:	
Are you offering this client services related to his or her being a victim of crime?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Type of Meeting <i>(choose one)</i>		<input type="checkbox"/> Intake <input type="checkbox"/> Client Interview <input type="checkbox"/> Administrative Hearing <input type="checkbox"/> Court Hearing <input type="checkbox"/> Other:	
Client Name and DOB <i>(interpreter conflict check)</i>			
Opposing Party Name and DOB <i>(conflict check)</i>			
Sight Translation of Document(s)		<input type="checkbox"/> Yes <i>(attach documents to request form)</i> <input type="checkbox"/> No	