

**Community Legal Interpreter Bank  
Montgomery County  
Translation Request Form**

Email requests as an attachment to [InterpreterBank@ayuda.com](mailto:InterpreterBank@ayuda.com) (please CC the appropriate point of contact that will need the translated document) with subject line: "Translation Request." **Please include the document.**

Requesting Organization:	
Requesting Attorney/Paralegal Name and Email:	
Name of individual and email address to which translated documents should be sent:	
Translation Needed (i.e. English to Spanish) (include Country of dialect if known, i.e. Spanish, Honduras ):	
Date Translation Needed (<24 hours adds extra fee):	Month/Day/Year
Is the client for whom you are submitting this translation request a resident of Montgomery County?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Level of Service Requested (choose all that apply) (extra fees may apply for Proofreading, Revision, and/or Editing):	<input type="checkbox"/> Standard Translation <input type="checkbox"/> Independent Proofreader <input type="checkbox"/> Revision <input type="checkbox"/> Editing
Special Requests and/or additional notes for translator:	
Document format:	<input type="checkbox"/> PDF <input type="checkbox"/> Publisher <input type="checkbox"/> Word <input type="checkbox"/> PowerPoint <input type="checkbox"/> Excel <input type="checkbox"/> Other:
Type of Legal Case (choose all that apply):	<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:
Audience for translation:	<input type="checkbox"/> Attorney/Judge <input type="checkbox"/> Client/Potential Client
Client Name and DOB (for translator conflict check):	
Opposing Party Name and DOB (for conflict check):	
<b>Need a Certificate of Translation?</b> (Immigration Court documents...) (choose one):	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I have my own form (please see attached)