

Annexure B

DISTRICT COURT OF WA

INTERPRETER BOOKING REQUEST

To: Senior Court Support Officer, Customer Service, District Court

Email: courtservicesdc@justice.wa.gov.au

This form is to be used by all persons requiring an interpreter for any District Court hearing, including circuit sittings.

It is the responsibility of the person making the request for an interpreter to give the Court the notice set out in the Consolidated civil and criminal procedures, Language Services Guidelines. This form must be completed for each person requiring an interpreter and filed prior to each hearing. Failure to do so may result in no interpreter being available.

Details of Proceedings	Court file no: _____ Party Names: _____ -v- _____
Details of Applicant	Party requesting interpreter : _____ Name of person making request: _____ Organisation/Firm : _____ Address: _____ Tel No: (Office) _____ (Mob): _____ Fax No: _____ Email: _____ Your ref: _____
Details of person for whom the interpreter is required	Name: _____ Language: _____ Dialect: _____ Accused <input type="checkbox"/> Adult <input type="checkbox"/> Child <input type="checkbox"/> Civilian Witness <input type="checkbox"/> Police Officer <input type="checkbox"/> Expert Witness <input type="checkbox"/> Any other information (including as to conflicts of interest) _____ _____ _____
Details of hearing	Date of ____ / ____ / 20 Time of Hearing ____ : ____ am/pm (WA time) Est. duration ____ hrs/days Location _____ Trial <input type="checkbox"/> Sentencing <input type="checkbox"/> Trial Listings Hearing <input type="checkbox"/> Directions Hearing <input type="checkbox"/> Other comments: _____ _____
Agreement to pay fees (civil cases only)	<p><i>On behalf of the Applicant, I agree to pay the State of Western Australia the following fees for this request, within 30 days an invoice being rendered :</i></p> <ul style="list-style-type: none"> • Daily rate or part thereof • All reasonable travel costs for interpreters being booked for outside the metro area. <p><i>The Court will provide an estimate of the fees before confirming the booking. The Court does not add any administration fee, but passes on the fees charged by its service providers. Once the booking has been arranged, the Court will issue an invoice for a 75% deposit of the fees. Once the final fee is set, the Court will issue a further invoice for the balance or refund the unused deposit.</i></p> Signed: _____ Dated ____ / ____ /20____

COURT USE ONLY

Interpreter Details	On Call <input type="checkbox"/> TIS <input type="checkbox"/> Booking Confirmed: <input type="checkbox"/> Date Confirmation Received: _____ Name of Interpreter: _____ Contact at Interpreter Service: _____ Any other comments: _____ _____
Travel	Travel required: <input type="checkbox"/> Interstate: <input type="checkbox"/> Outside Metro Area <input type="checkbox"/> Any other comments: _____ _____
Invoice details (civil cases)	Date invoice sent (attach copy to booking form): _____ Amount: _____ _____ Date payment received: _____