Provide the Interpreter the Following information:

**Case Information**

Language:       Name of LEP or Deaf Person:

Name of attorneys and judge:

Case #:       Event Type:

Event Date:       Event Start Time:

Event Duration:

**Connection Instructions**

This hearing will be conducted:

[ ]  Telephonically

[ ]  The court will call the interpreter.

[ ]  The interpreter will call the court at this number:

[ ]  Video Remotely

Log on information:

Call-in or log-on time:

In case of disconnection or malfunction, the interpreter should call the court at:

**Special Instructions**

Documents to be discussed/read at the hearing:

Testing of equipment prior to the hearing:

Signing of documents by the interpreter:

Other: