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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **INTERPRETER BOOKING REQUEST FORM** | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Note:** | An interpreter booking is for the nominated hearing date(s) only. For each additional hearing, a further request is required. | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Case details** | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| Court reference: | | |  | | | | | | | | | |  | | | | | | | | | | | | |
| Name of case: | | |  | | | | | | | | | | | | | | | | | | | | | | |
| Jurisdiction: | | |  | Family division | | | | |  | | Criminal division | | | | | | | | |  | Intervention order | | | | |
| Type of hearing: | | |  | Mention | | | | | | | | | | | |  | | Contest mention | | | | | | | |
|  | | |  | Conciliation conference | | | | | | | | | | | |  | | Directions hearing | | | | | | | |
|  | | |  | Readiness hearing | | | | | | | | | | | |  | | Contested hearing | | | | | | | |
|  | | |  | Other [*specify*] | | | |  | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Details of interpreter booking** | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of person requiring interpreter: | | | | | | |  | | | | | | | | | | | | | | | | | | |
| Relationship to case: | | | | |  | | | | | | | | | | | | | | | | | | | | |
| Language: | | | | |  | | | | | | | | | | | | | | | | | | | | |
| Gender of interpreter preferred: | | | | | | |  | | | | | | | | | | | | | | | |  | | |
| Court location: | | | | |  | | | | | | | | | | | | | |  | | | | | | |
| Date(s) of hearing: | | | | |  | | | | | | | | | | | | | | | | | | | | |
| Time of hearing: | | | | |  | | | | | | | | | |  | | | | | | | | | | |
| Duration: | | | | |  | hours | | | | | | **OR** | | |  | | Half day | | | | |  | | Full day | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Details of requesting person** | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name: | |  | | | | | | | | | | | | | | | | | | | | | | | |
| Email: | |  | | | | | | | | | | | | | | | | | | | | | | | |
| Agency: | |  | | | | | | | | | | | | | | | | | | | | | | | |
| Phone: | |  | | | | | | | | Date: | | | |  | | | | | | | | | | |  |
| Signature: | |  | | | | | | | | | | | |  | | | | | | | | | | | |

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| **REGISTRY USE ONLY** | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| Request received by: | | | | |  | Phone | | |  | | Email | | | | | |
| Request made to [*specify agency*] | | | | | | | |  | On-Call | | | | |  | V.I.T.S. | |
|  |  | | VicDeaf | | | | |  | T.I.S. | | | | |  | Ethnic | |
|  |  | | Other [*please specify*] | | | | |  | | | | | | | | |
| Date: | |  | | | | | | Time: | |  | | | | | |  |
| Booking number: | | | |  | | | | | | | | |  | | | |
|  | | | | | | | | | | | | | | | | |
| If booking is cancelled, action taken: | | | | | | | | | | | | | | | | |
|  |  | | Further request made to VITS [*date*] | | | | | | | | |  | | | | |
|  |  | | Other [*please specify*] | | | |  | | | | | | | | | |