

**TRANSLATION SERVICES  
REQUEST FORM**

JD-CL-119 Rev. 1-22



**Instructions:**

1. For translation requests that are unique to a specific legal proceeding, fill out section 1 and submit it in accordance with the directions below.
2. For translation of documents that are not unique to a specific legal proceeding, fill out section 2 and submit it in accordance with the directions on Page 2.

**Section 1. (For translation requests that are unique to a specific legal proceeding.)**

Request Date:

**Urgent/Security Matter**

Requested by	Title	Phone number
Department	Fax number	
Address		

Return to: (If different from above)

Source language	Target language
-----------------	-----------------

Judge's signature (Required if source and/or target languages are other than English or Spanish. (Necessary to obtain an outside vendor translator))

Materials Enclosed <input type="checkbox"/> DVD <input type="checkbox"/> Video tape <input type="checkbox"/> Audio tape <input type="checkbox"/> Documents	Number of taped minutes or pages	Date needed by	Docket number
---	----------------------------------	----------------	---------------

Case name

Comments:

Send to: **Interpreter and Translator Services Unit**

**80 Washington Street, Room G04  
Hartford, CT 06106**

*Phone: (860) 756-7902 Fax: (860) 756-7093*

*E-mail: Translation.request@jud.ct.gov*

**Do Not Write Below This Line**

Date received	Request tracking number
Given to	Date
Address	Telephone number
	Fax number
Deadline	Date received from translator
Date sent	How was it sent
Number of pages	Number of words

**Section 2. (For translation of documents that are not unique to a specific legal proceeding.)** Routine Urgent

Document name	Document number																																					
Requested by	Date needed by	Phone number																																				
<b>Document type</b> <table> <tr> <td><input type="checkbox"/> Form</td> <td><input type="checkbox"/> Brochure</td> <td><input type="checkbox"/> Booklet</td> </tr> <tr> <td><input type="checkbox"/> Pamphlet</td> <td><input type="checkbox"/> Poster</td> <td><input type="checkbox"/> Guide</td> </tr> <tr> <td><input type="checkbox"/> Form letter</td> <td><input type="checkbox"/> Survey</td> <td><input type="checkbox"/> Instructions</td> </tr> <tr> <td><input type="checkbox"/> Directions</td> <td colspan="2"><input type="checkbox"/> Public Service Announcement</td> </tr> <tr> <td colspan="3"><input type="checkbox"/> Other: _____</td> </tr> </table>		<input type="checkbox"/> Form	<input type="checkbox"/> Brochure	<input type="checkbox"/> Booklet	<input type="checkbox"/> Pamphlet	<input type="checkbox"/> Poster	<input type="checkbox"/> Guide	<input type="checkbox"/> Form letter	<input type="checkbox"/> Survey	<input type="checkbox"/> Instructions	<input type="checkbox"/> Directions	<input type="checkbox"/> Public Service Announcement		<input type="checkbox"/> Other: _____			<b>Origin of document</b> <table> <tr> <td><input type="checkbox"/> Administrative purpose</td> <td><input type="checkbox"/> External Affairs</td> </tr> <tr> <td><input type="checkbox"/> Practice Book</td> <td><input type="checkbox"/> Statute</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Other: _____</td> </tr> </table>	<input type="checkbox"/> Administrative purpose	<input type="checkbox"/> External Affairs	<input type="checkbox"/> Practice Book	<input type="checkbox"/> Statute	<input type="checkbox"/> Other: _____																
<input type="checkbox"/> Form	<input type="checkbox"/> Brochure	<input type="checkbox"/> Booklet																																				
<input type="checkbox"/> Pamphlet	<input type="checkbox"/> Poster	<input type="checkbox"/> Guide																																				
<input type="checkbox"/> Form letter	<input type="checkbox"/> Survey	<input type="checkbox"/> Instructions																																				
<input type="checkbox"/> Directions	<input type="checkbox"/> Public Service Announcement																																					
<input type="checkbox"/> Other: _____																																						
<input type="checkbox"/> Administrative purpose	<input type="checkbox"/> External Affairs																																					
<input type="checkbox"/> Practice Book	<input type="checkbox"/> Statute																																					
<input type="checkbox"/> Other: _____																																						
<b>Division requesting document</b> <table> <tr> <td><input type="checkbox"/> Administrative Services</td> <td><input type="checkbox"/> External Affairs</td> <td><input type="checkbox"/> Korean</td> <td><input type="checkbox"/> Ukrainian</td> </tr> <tr> <td><input type="checkbox"/> Court Support Services</td> <td><input type="checkbox"/> Information Technology</td> <td><input type="checkbox"/> Laotian</td> <td><input type="checkbox"/> Vietnamese</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Superior Court Operations</td> <td><input type="checkbox"/> Polish</td> <td><input type="checkbox"/> Other: _____</td> </tr> <tr> <td colspan="2"></td> <td><input type="checkbox"/> Portuguese</td> <td></td> </tr> <tr> <td colspan="2"></td> <td><input type="checkbox"/> Russian</td> <td></td> </tr> <tr> <td colspan="2"></td> <td><input type="checkbox"/> Spanish</td> <td></td> </tr> </table>		<input type="checkbox"/> Administrative Services	<input type="checkbox"/> External Affairs	<input type="checkbox"/> Korean	<input type="checkbox"/> Ukrainian	<input type="checkbox"/> Court Support Services	<input type="checkbox"/> Information Technology	<input type="checkbox"/> Laotian	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Superior Court Operations		<input type="checkbox"/> Polish	<input type="checkbox"/> Other: _____			<input type="checkbox"/> Portuguese				<input type="checkbox"/> Russian				<input type="checkbox"/> Spanish		<b>Language</b> <table> <tr> <td><input type="checkbox"/> Albanian</td> </tr> <tr> <td><input type="checkbox"/> Bosnian</td> </tr> <tr> <td><input type="checkbox"/> Chinese Cantonese</td> </tr> <tr> <td><input type="checkbox"/> Chinese Mandarin</td> </tr> <tr> <td><input type="checkbox"/> French</td> </tr> <tr> <td><input type="checkbox"/> Haitian/Creole</td> </tr> <tr> <td><input type="checkbox"/> Korean</td> </tr> <tr> <td><input type="checkbox"/> Laotian</td> </tr> <tr> <td><input type="checkbox"/> Polish</td> </tr> <tr> <td><input type="checkbox"/> Portuguese</td> </tr> <tr> <td><input type="checkbox"/> Russian</td> </tr> <tr> <td><input type="checkbox"/> Spanish</td> </tr> </table>	<input type="checkbox"/> Albanian	<input type="checkbox"/> Bosnian	<input type="checkbox"/> Chinese Cantonese	<input type="checkbox"/> Chinese Mandarin	<input type="checkbox"/> French	<input type="checkbox"/> Haitian/Creole	<input type="checkbox"/> Korean	<input type="checkbox"/> Laotian	<input type="checkbox"/> Polish	<input type="checkbox"/> Portuguese	<input type="checkbox"/> Russian	<input type="checkbox"/> Spanish
<input type="checkbox"/> Administrative Services	<input type="checkbox"/> External Affairs	<input type="checkbox"/> Korean	<input type="checkbox"/> Ukrainian																																			
<input type="checkbox"/> Court Support Services	<input type="checkbox"/> Information Technology	<input type="checkbox"/> Laotian	<input type="checkbox"/> Vietnamese																																			
<input type="checkbox"/> Superior Court Operations		<input type="checkbox"/> Polish	<input type="checkbox"/> Other: _____																																			
		<input type="checkbox"/> Portuguese																																				
		<input type="checkbox"/> Russian																																				
		<input type="checkbox"/> Spanish																																				
<input type="checkbox"/> Albanian																																						
<input type="checkbox"/> Bosnian																																						
<input type="checkbox"/> Chinese Cantonese																																						
<input type="checkbox"/> Chinese Mandarin																																						
<input type="checkbox"/> French																																						
<input type="checkbox"/> Haitian/Creole																																						
<input type="checkbox"/> Korean																																						
<input type="checkbox"/> Laotian																																						
<input type="checkbox"/> Polish																																						
<input type="checkbox"/> Portuguese																																						
<input type="checkbox"/> Russian																																						
<input type="checkbox"/> Spanish																																						

Answer the 5 questions below ***completely and in detail***. Completion of this section is ***mandatory*** in order to process your request.

If you require additional space, please attach a separate sheet.

1. Is this the first step in a process? Yes or No; please explain.

2. Is the document used frequently? Yes or No; please explain.

3. Would the document cause significant harm if misunderstood? Yes or No; please explain.

4. Has the English version of the document been, or must it be, revised because of a statute or rule change? If yes, please identify the statute and/or rule.

5. If this request has been marked urgent, please explain why.

Additional information:

Send completed form with copy of the original document to be translated to Translation.tracking@jud.ct.gov