NORTHERN TERRITORY SUPREME COURT

INTERPRETER BOOKING REQUEST

To: The Sheriff, Northern Territory Supreme Court, Darwin

Email: AGD.Sheriff@nt.gov.au

The Registry, Alice Springs Supreme Court Registry

Email: ASSupremeCourt@nt.gov.au

Or Filed with Schedule 2 Form (press F11 to navigate through fields)

Or Filed on Court File

This form is to be used by all persons requiring an interpreter for a Supreme Court hearing. This form must be completed for each person requiring an interpreter and filed prior to each hearing in accordance with the Protocols for Working With Interpreters in the Northern Territory Supreme Court.

The Sheriff's Office or Registry will forward the booking to the AIS, ITSNT (including Auslan or other sign language) as the case may be. The Court is not in a position to pay interpreter fees. For fees see page 2.

Court file no: **Details of** Names of Parties to Proceedings: **Proceedings** Name of person/organisation/firm requesting the interpreter: Details of Person/Organisation Contact person (for confirmation of interpreter availability and/or request for briefing materials will be **Applicant** sent to this person from the interpreter service: Requesting the Services of an Email: Phone: Interpreter Fax: Mobile: Counsel who will work with the interpreter: Location where interpreter should meet counsel: Time that interpreter should meet with counsel: Name: Language: **Details of person for** Dialect (if relevant): whom the interpreter is Country/Community of origin: required Adult Child Civilian Witness Accused **Expert Witness** Age: Gender: Any particular issues relating to the person: Trial (Criminal) Sentencing Bail **Case Details** Trial (Civil) Listing/Directions Hearing (continued over Time of Hearing: page) Date of Hearing: Est. Duration: hours days

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| Case Details (cont) | Any other relevant details: (eg is trial a head trial or back-up: Has an interpreter previously been engaged in these proceedings? Yes | | | | |
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| Fees Person or Organisation to be invoiced | The person/organisation requesting the interpreter has an arrangement with the AIS/NTITS/Auslan allowing payment of interpreter fees: Or An arrangement has been made between the parties for the payment of interpreter fees: Details: Or The person for whom the interpreter is required will pay the fees: Or Other (give details): | | | | |
| COURT USE ONLY | | | | | |
| Booking Request received/filed: Date: / / | | | | | |
| Service requested: AIS | | | ITSNT (including Auslan or other sign language) | | |
| Date Booking request forwarded to Interpreter Service: Date: / / | | | | | |
| AIS booking email: Phone: | | aisbooking@nt.gov.au 1800 334 944 | | | |
| ITSNT (including Auslan) booking email: Phone: | | <u>itsnt@nt.gov.au</u> 1800 676 254 | | | |