

Requesting an Interpreter

If a party in a Greenville County Circuit or Family Court case does not speak or understand English, or is hearing impaired, a state-qualified interpreter can be requested for court hearings. In order to request the services of a state-qualified interpreter, certain procedures must be followed.

1. Send an email to courtinterpreters@greenvillecounty.org.
 - a. Subject **must** include: Interpreter Request, Date, Requestor Name (ex. Interpreter Request, 10/22/2024, John Doe)
 - b. Attach the completed SCCA261 [Request for Court Interpreter/Order of Appointment](#). Please click [here](#) for instructions for filling out the request form.
 - c. Requests for interpreters **must** be made a **minimum** of 10 days prior to the date/time of the hearing. Last minute requests may not be accommodated. If making a last minute request, you **must** include the reason for doing so in the body of the email.
2. The Clerk of Court's Office will make every attempt to locate an available interpreter to fulfill the request.
 - a. If an interpreter is available, the requestor will receive an email within forty-eight (48) hours to inform them of the assignment.
 - b. To ensure availability, please request an interpreter at least **ten** (10) days in advance of the proceeding.
3. If an interpreter is not available, the Clerk of Court's Office will contact the requestor and inform them that we were unable to fulfill the request due to interpreter unavailability.

Interpreter Forms

[Request for Court Interpreter/Order of Appointment](#)

[Instructions for Form SCCA261](#)

[Request for Payment for Qualified Interpreter](#)

[Affidavit of Court Interpreter](#)