

## Official Language Interpretation Services Request Form

Applicant: \_\_\_\_\_  
(Rank, Initials, Name, Telephone)

Accused Person: \_\_\_\_\_  
(Rank, Initials, Name)

Reason(s) and Date(s) Interpreter(s) will be required:

- Pre-trial Custody Hearing: from \_\_\_\_\_ to \_\_\_\_\_  
 Pre-trial Application: from \_\_\_\_\_ to \_\_\_\_\_  
 Trial: from \_\_\_\_\_ to \_\_\_\_\_

Note: To ensure that interpretation services may be secured for the periods of time required and to minimize the costs associated with the provision of these services, it is highly desirable that the applicant provides this request to the CMA as early as possible and **no later than 30 working days** in advance of the period of time during which interpretation services is required.

Type of interpretation:  Simultaneous  Consecutive  Whispered

Note: Simultaneous interpretation: Interpreters are in a booth and render a speaker's words in another language in real time.

Consecutive interpretation: Interpreters are in the same room as the delegates and interpret speech, using notes, after the speaker has paused.

Whispered interpretation: Interpreters are next to the person requiring interpretation and interpret what is said in real time in a low voice. This practice is appropriate only for short meetings where a booth cannot be used and is not recommended for more than two people.

Number of witnesses who will require the services of an interpreter: \_\_\_\_\_

Languages to be interpreted:  English to French \_\_\_\_\_%  
 French to English \_\_\_\_\_%  
 Indigenous (specify : \_\_\_\_\_) \_\_\_\_\_%

Witnesses in remote location (videoconference):  Yes  No

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

The form duly completed must be forwarded to the CMA at one of the following e-mail addresses:

+CMA-ACM@CMJ@Ottawa-Hull or dnd.cma-acm.mdn@forces.gc.ca