



Office of the Bankruptcy Administrator for the Eastern District of North Carolina

434 Fayetteville Street, Suite 640
Raleigh, North Carolina 27601
(919) 856-4886

150 Reade Circle
Greenville, North Carolina 27858
(919) 856-4886

REQUEST FOR INTERPRETER SERVICES FOR CHAPTER 7 §341 MEETING

PROCEDURE FOR REQUESTING CONTRACT COURT INTERPRETER SERVICES

Background

It is the responsibility of the Bankruptcy Administrator to provide contract court interpreting services (language and sign) for Chapter 7 debtors at the §341 Meeting of Creditors upon the request of the debtor(s) attorney.

How to Request Contract Court Interpreter Services

- (1) The request should be made at least two weeks prior to the date of the §341 Meeting of Creditors.
- (2) A written request on the attached form is to be completed by the debtor's attorney or, if the debtor is proceeding without an attorney, by the debtor. Please provide all requested information.
- (3) Email the completed form to Rick_Hinson@nceba.uscourts.gov of the Bankruptcy Administrator's Office. You will be notified by telephone or email once the interpreter has been scheduled.
- (4) Please note that language interpretation services are subject to availability.

**REQUEST FOR CONTRACT COURT INTERPRETER
FOR SECTION 341 MEETING OF CREDITORS**

Requesting Attorney/Debtor:

Telephone #

Email Address:

Date and Location of Section 341 Meeting:

Case Name and Number:

Trustee:

Language Required:

Cancellations of interpreters should be made by contacting the Bankruptcy Administrators Office at (252)917-6158 at least 2 days prior to the 341 Meeting of Creditors. Failure to do so, will result in the requesting attorney being billed for entire cost of the agreed upon interpreter. By signing below, I _____(requesting attorney)agree to these terms.

X_____ (signature) X_____ (date)