



## REQUEST FOR FORENSIC TRANSCRIPTION-TRANSLATION Non-English to English Transcription and Translation

Submit the completed request form along with audio source to the *Office of Language Access Services*

- via **email attachment** to [OLAS@nccourts.org](mailto:OLAS@nccourts.org),
- via USPS to mailing address below, or
- via FedEx and UPS to the shipping address below

CONTACT INFORMATION				
Date of Request:	Name of Requestor:	Title of Requestor:	Telephone:	
Email:				
CASE INFORMATION				
File Number(s):	County:	Division:	In the matter of:	
PROJECT DESCRIPTION				
Media Type:	Date(s) of Recording:	Source Language:	Target Language:	Time Code Segment(s):
Location and Setting of Recording:		Impediments to Sound Quality (Static, noise, etc):	Project Deadline <sup>†</sup> :	
Additional Instructions:				

Additional Information:

- For Spanish, only federally-certified court interpreters are assigned to forensic transcription projects. For languages other than Spanish (LOTS), a state-certified court interpreter or otherwise qualified translator will be assigned.
- <sup>†</sup>TIMELINE: Keep in mind that it typically takes ONE HOUR to transcribe and translate ONE MINUTE of audio.

For further assistance, please contact the Office of Language Access Services (OLAS):

Brooke A. Bogue  
Manager  
(919) 890-1213  
[Brooke.A.Bogue@nccourts.org](mailto:Brooke.A.Bogue@nccourts.org)

**Mailing Address (USPS)**  
OLAS  
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[OLAS@nccourts.org](mailto:OLAS@nccourts.org)

**Shipping Address (FedEx or UPS)**  
901 Corporate Center Drive  
Raleigh, NC 27607