**FILED BEFORE**

**THE OFFICE OF ADMINISTRATIVE LAW PROCEEDINGS**

Administrative Cause No.: Enter OALP Case Number  
Underlying/State Agency Action No.: Enter Original Action/Order Number

Enter Name of Party**,**    
 Party Type,   
   
**v.**

Enter Name of Party**,**   
 Party Type.

**Request for INTERPRETER**

**Filing Party:** Enter name of Party filing motion

The filing party, by an attorney or personally, respectfully requests that the presiding Administrative Law Judge for the Office of Administrative Law Proceedings choose the type of interpreter requested during a pre-hearing or hearing. In support of this request, the filing party states as follows:

1. Person who needs the interpreter communicates using identify the language used and needs an interpreter to fully participate in the proceedings in this matter.
2. Specifically, person who needs the interpreter needs an interpreter to:
   1. provide testimony;
   2. listen to a proceeding; and/or
   3. translate written material served on the filing party by the presiding Administrative Law Judge (ALJ).
3. The filing party needs an interpreter for the following proceedings:
   1. for the entire proceeding, including or not including written filings served on the filing party by the presiding ALJ;
   2. for all written filings served on the filing party by the presiding ALJ;
   3. to serve as a witness in a hearing;
   4. to listen to a hearing;
   5. to participate in the proceeding, identify the specific event, scheduled for enter the date of the identified event.
   6. for the following event: identify any other event, including the date.
4. Accordingly, the filing party requests that:
   1. the Office of Administrative Law Proceedings provides type of interpreter. The identified type of interpreter is required because: provide a detailed description of which type of interpreter is requested and why.
   2. the presiding ALJ allow the filing party to use an interpreter at the filing party’s expense, Name of Interpreter, who is qualified to provide interpretive services because provide a detailed explanation of why the preferred interpreter is qualified to perform the requested service.
   3. the presiding ALJ use a transcription service to translate filings made on the filing party into identify the language used. The filing party cannot translate the document after it has been served on the filing party because: provide a detailed explanation of why the filing party cannot have the document translated after it has been received.

Accordingly, the filing party requests that this motion be granted.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Filing Person’s Name

Phone Number

Mailing Address

Attorney Number (or blank)

Email

**CERTIFICATE OF SERVICE**

The undersigned hereby certifies that a copy of the foregoing motion was served by How was this served? on this When was it served?.

**Opposing Party:**

**Enter Opposing Party’s Name**

Type

**Enter Address**

**Enter Email Address**

Select Method of Service

Office of Administrative Law Proceedings:

Attn: Hon. Enter ALJ’s Name

Office of Administrative Law Proceedings

Enter Address

Indianapolis, IN 46204

Enter Email Address

Select Method of Service

**Additional Recipients (as needed)**

**Enter Name**

**Enter Address**

**Enter Email Address**

Select Method of Service

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Served by: Name