

Written Declarations under Rule 2.565

In instances when an attorney or self-represented litigant is unable, after diligent search, to secure the services of a Certified, Language Skilled, Provisionally Approved, or otherwise Registered Interpreter, subdivisions (d) and (e) of Rule 2.565 require submission of a written declaration to the Office of the State Courts Administrator. See [SC15-1594, In Re: Amendments to the Florida Rules of Judicial Administration](#), effective October 1, 2015.

SUBMISSION INSTRUCTIONS

If an action is pending in the courts or an administrative forum:

1. Complete and print the [Verified Written Declaration Form](#).
2. For requested jurisdiction data on page 2, indicate county or circuit in which pending action has been filed.
3. Sign and date the form and email a copy to the Office of the State Courts Administrator at Rule2.565Declarations@flcourts.org.
 - o **This e-mail address is for submission of the written declaration only, not for inquiries.**
4. File the original declaration.
5. Serve a copy to all other parties and furnish a copy to the proposed interpreter.

If no action is pending at the time interpreter services are provided:

1. Complete and print the [Verified Written Declaration Form](#).
2. Sign and date the form, and email a copy to the Office of the State Courts Administrator at Rule2.565Declarations@flcourts.org.
 - o **This e-mail address is for submission of the written declaration only, not for inquiries.**
3. Retain the original declaration for your files.
4. Serve a copy of the declaration on the non-English-speaking or limited-English-proficient person at the time interpreter services are provided.

Please be advised Certified, Provisionally Approved, Language Skilled, and Registered interpreters may be located online at:

[Certified, Language Skilled, Provisionally Approved and Registered Interpreters](#)