## Interpreter Request

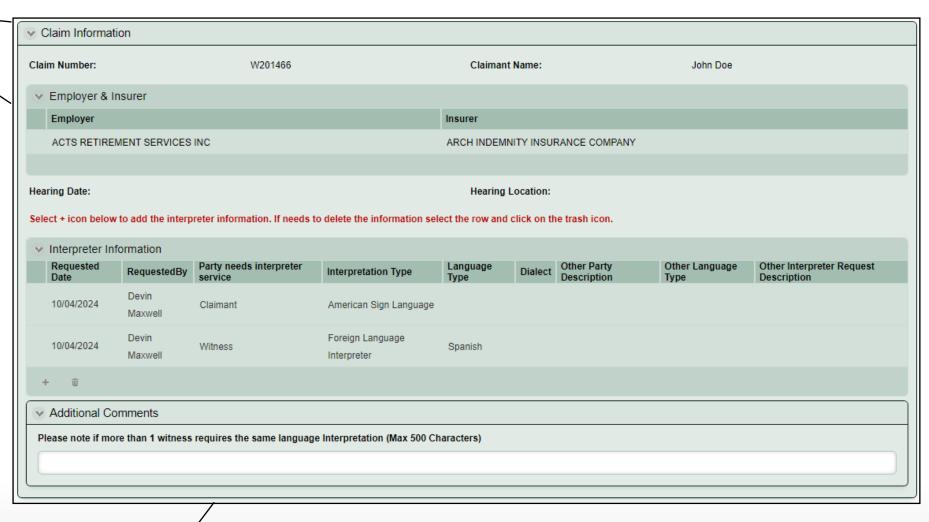
## **QuickStart Guide**



The Interpreter Request allows a user to request an interpreter for any Party participating in the given Claim. The Form allows a user to request various types of interpreters for Claim Participants and can make requests for multiple interpreters on a single form.

Review the Form for accuracy Click the plus Icon to add an interpreter to your request. If 'Other' is chosen, the form will require you to enter in the reason. Add Interpreter Information American Sign Language Foreign Language Interpreter Interpretation Type Dropdown Add Interpreter Information 53 X Please select Interpretation Type Dropdown: Foreign Language Add Interpreter Information

Interpretation Type Dropdown: "Other"



Enter any additional information relevant to your submission, ,if multiple witnesses require the same interpretation language, please note that here.

Keep the following in mind:

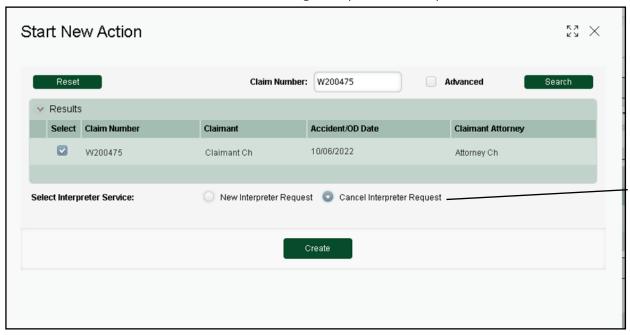
- If your request is within 3 business days of hearing, must also notify the IPO office (410-864-5299) to cancel (CompHub will automatically warn you).

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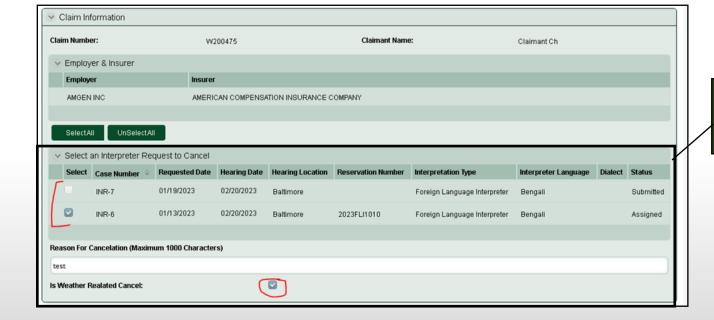
## Interpreter Request

## **Canceling a Request**

Canceling a an Interpreter Request is streamlined and can be done in under a minute. Simply specify the cancellation on the start form and select the Claims that no longer require an Interpreter.



1 Select "Cancel Interpreter Request



Use the checkboxes to cancel an Interpreter Request or Requests. Provide a reason and if applicable, specify a Weather Related Cancel.