



Rutherford County, Tennessee

303 N. Church Street Suite 200
Murfreesboro, TN 37130
title6@rutherfordcountyttn.gov

Phone: (615)494-4480
Fax: (615)907-5699

Title VI Assistance Questionnaire

Please complete the requested information below in its entirety and return to the Title VI Coordinator via email.

Your name (requestor), email address, and phone number	
Name and phone number of the person needing assistance	
Name and phone number of Attorney/DA/PD for person needing assistance	
Language Requested	
Date and Time assistance is needed	
Duration (cases over two hours require multiple interpreters)	
Case Number	
Case Caption (X v. Y) – Plaintiff v Defendant	
Judge	
Guardian Ad Litem (GAL) (if a juvenile case)	
Type of Case (criminal, civil, juvenile, municipal, plea, jury trial, bench trial, etc)	
Charge(s)	
Name of building services are needed	
Address of building services are needed	
Courtroom	
Any special parking (i.e. parking garage)	
Check-in procedure	
On-site contact name and phone number	
Any other important information (police report, complaint, answer, interrogatories, warrant, etc)	

By signing below, I understand that a 48-hour cancellation notice is required.

Signature of Requestor

Date