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Legal Services Agency Northern Ireland Circular – LSA/15/05

4 December 2015

Dear Practitioner

Arrangements for the Appointment of Interpreters and Translators

This notice provides details of arrangements for the instruction of interpreters and translators during the 2015/16 Christmas & New Year holiday period.

We have been advised by Flex Language Services Ltd that their office will be closed between 24 December 2015 and 4 January 2016. Practitioners are requested that in non-urgent matters, the request for booking an appointment for an interpreter or translator during this period is made to the Agency prior to 23 December 2015, to facilitate the processing of the request.

There will be a facility available to deal with urgent requests. You are asked to contact Flex directly on the emergency request number 02890727870 on the following days when the Agency will be closed for the Christmas holidays: 24 December, 25 December, 28 December 2015 and 1 January 2016.

Should you require any further information in this regard, please contact the Agency on the following email addresses:

criminalinterpreters@lsani.gov.uk
civilinterpreters@lsani.gov.uk

Yours sincerely

A handwritten signature in black ink, appearing to read 'Paul Andrews', is written over a horizontal line.

Paul Andrews
Chief Executive