

**Instructions for Completing the Revised
Fee Itemization Form and Court Order Approving Claim for Court Interpreter Services**

(May 24, 2012)

Overview of changes to the Fee Itemization Form

The revised Fee Itemization Form includes several new items of information that the Office of State Court Administration (SCA), State Public Defender (SPD) Office, and other government offices will find useful to more efficiently process court interpreter payment claims. It will also assist Clerks' Offices to charge court interpreter costs to the appropriate party when that is required by the Iowa Code. The **new** items of information on the revised form include the following:

Section A: Interpreter Information

A.3 – County of residence: This information can help the SCA or SPD Office determine whether an interpreter qualifies for reimbursement for travel time, which is available only when the interpreter must travel to a location outside the interpreter's county of residence to provide interpreting services.

A.4 – State vendor #: Any person or business that provides services to and is paid by the state of Iowa, including interpreters, is assigned a "state vendor number." Staff at the SCA Office will email the state vendor number to each interpreter who already has a state vendor number (those who have already been paid by the state at least once). Interpreters who provide services to the state for the first time will receive a state vendor number after submitting the required paperwork (including a Substitute W-9 form) to obtain compensation for court interpreting services for the first time.

A.10 – List the item numbers (above) that have changed since your previous claim: This item should be filled in if any of the interpreter's information in A.1 through A.9 has changed since the last time the interpreter submitted a fee claim. This will alert the SCA and SPD Offices so they can update the interpreter's contact information in their interpreter databases.

Section B: Case Information

B.4 – Name of person(s) for whom I interpreted: This item asks the interpreter to identify the name of the person who needed interpreting services in the case. This item will be helpful to clerks of court who are required by the Iowa Code to charge the interpreter's fees as costs to the party needing the interpreter or the losing party (in civil cases) at the conclusion of most cases. This item also asks the interpreter to identify the type of person who needed the interpreter:

- **This person was a:** Crim. defendant, Civil party, Prosecutor's witness,
Other witness, Juvenile, Parent/guardian, Other

If the interpreter does not know the "type" of person for whom the interpreter is providing services, the interpreter should ask the person who needs the interpreter, or ask one of the attorneys.

B.5 – Name of attorney with whom I worked (if any): If necessary, the interpreter will have to ask the attorney for her or his name. This item can be helpful to SCA or SPD staff if a question arises about the submitted claim.

Section C: Date, Time & Location

C.4 Location -- The location categories are identified below the “Service Time & Location” table in this section. [CR = Courtroom, CHO = Courthouse (not CR), AO = Attorney’s office, J = Jail, OT = Other] For each row, the interpreter should indicate the location where the interpreter provided services during the stated time period. This item will help clarify the nature and location of the services for those who must approve and process the interpreter’s fee claim form.

C.8 – Cancelled time: If an interpreter has been scheduled to provide services on a stated date and time, and that proceeding is cancelled less than 24 hours before it is scheduled to occur, the interpreter is eligible for compensation for part or all the agreed upon time. See the *Administrative Directive of the State Court Administrator Regarding Compensation of Court Interpreters*; available on the judicial branch website at: www.iowacourts.gov [Click on “Interpreter Roster” at the top of this page, then click on the link at the top of this page titled “Compensation”]. If you claim “cancelled time” on the Fee Itemization Form, you must provide a brief written explanation below the table in section C.

C.9 – Written translation time: This will help provide a place to report time spent specifically on written translations. (See the note below.)

Note: In most situations, due process requirements are met for a limited English proficient (LEP) party when an interpreter provides an oral (or sign language) interpretation of written legal documents for an LEP party. Therefore, *it is strongly recommended that an attorney – or the interpreter, if the LEP person is not represented by an attorney – request that a judge sign an order approving the written translation of a document prior to an interpreter performing the written translation service.*

Section F: Court Order - *Do not write in this section.* The judge will complete this section and sign it.

For additional important information and forms that interpreters need for submitting claims for compensation to the Office of State Court Administration (SCA), see:

www.iowacourts.gov/District_Courts/Court_Interpreters/Compensation

Read the information provided on this page. Also click on the links titled “Forms” and “Guide” at the top of the “Compensation” page.

For information and forms that interpreters need for submitting claims for compensation to the State Public Defender’s (SPD) Office, see:

www.spd.iowa.gov (click on “Interpreter Claims” on left side)