

**FEE ITEMIZATION FORM AND COURT ORDER APPROVING CLAIM FOR COURT INTERPRETER SERVICES <sup>1</sup>**

**INTERPRETER INFORMATION**

Name (Last, first, middle initial): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Business phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Language: \_\_\_\_\_

Classification:<sup>2</sup>     **Class A [Certified]**     **Class B**     **Class C – On Roster**     **Class C -- Not on Roster**

**CASE INFORMATION**

**Case title:** \_\_\_\_\_

**County:** \_\_\_\_\_ vs. \_\_\_\_\_

**Case number:** \_\_\_\_\_

**INFORMATION ON FEES AND EXPENSES CHARGED FOR THIS CASE**

**Total time:**

Date of service: \_\_\_\_\_ Start time: \_\_\_\_\_ a.m./p.m. Stop time: \_\_\_\_\_ a.m./p.m. \_\_\_\_\_ hrs.

Date of service: \_\_\_\_\_ Start time: \_\_\_\_\_ a.m./p.m. Stop time: \_\_\_\_\_ a.m./p.m. \_\_\_\_\_ hrs.

Date of service: \_\_\_\_\_ Start time: \_\_\_\_\_ a.m./p.m. Stop time: \_\_\_\_\_ a.m./p.m. \_\_\_\_\_ hrs.

Date of service: \_\_\_\_\_ Start time: \_\_\_\_\_ a.m./p.m. Stop time: \_\_\_\_\_ a.m./p.m. \_\_\_\_\_ hrs.

**Grand total** (to nearest tenth of an hour.): \_\_\_\_\_ hrs.

**Itemization of Interpreter's Time Spent on This Case**

**Itemization of Interpreter Fees & Expenses**

(to nearest tenth of an hour)		<b>G.</b> Amount charged for interpreting time (E. X F.)	\$ _____
<b>A.</b> Waiting time <sup>3</sup>	_____ hrs.	<b>H.</b> Miles traveled: <sup>5</sup>	_____
<b>B.</b> Time spent interpreting in court	_____ hrs.	<b>I.</b> Mileage costs (H. X rate below): <sup>5</sup>	\$ _____ <sup>5</sup>
<b>C.</b> Approved travel time <sup>4</sup>	_____ hrs.	(Paid by State Pub. Def. = \$.35 / Paid by Court = \$.40)	
<b>D.</b> Other: _____	_____ hrs.	<b>J.</b> Other charges (specify):	_____ \$ _____
_____	_____ hrs.	_____	_____ \$ _____
<b>E.</b> Total time charged (in hours):	_____ hrs.	<b>K. Total amount of claim:</b>	\$ _____
<b>F.</b> Interpreter's hourly rate: <sup>6</sup>	\$ _____ per hr.		

<sup>1</sup> See the State Court Administrator's Directive on Court Interpreter Compensation (July 27, 2007).  
<sup>2</sup> See the Iowa Court Rules, §47.3, on classification of court interpreters.  
<sup>3</sup> Waiting time is payable only for actual time between a scheduled court appearance and the actual time of the appearance. Waiting time should be apportioned among all clients to whom services were provided at a given time (see note 1).  
<sup>4</sup> Approved travel time: payable only when traveling outside one's county of residence (see note 1).  
<sup>5</sup> Mileage costs are covered only in exceptional circumstances and must be approved in advance by the SPD or court (see note 1).  
<sup>6</sup> Hourly rates: Class: **A (Certified)** = \$70 [Sign] / \$55 [Oral]; Class **B** = \$45; Class C on **Roster** = \$40; Class C **Nonroster** = \$25

**CERTIFICATION:** I, the undersigned, certify that the above information is true and correct.

Interpreter's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COURT ORDER APPROVING INTERPRETER'S CLAIM**

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the court has considered this claim and approves the sum of \$ \_\_\_\_\_.

Judge's signature: \_\_\_\_\_  
 \_\_\_\_\_ Judicial District