

## Fee Itemization Form for Court Interpreter Services<sup>1</sup> [11-22-21]

For written translation services, use the form: Fee Itemization Form for Written Translation of Court-Related Material.

**A. INTERPRETER INFORMATION:** 1. Name (first):  (last):

2. Doing Business As/Company Name:

3. Mail address (city, street, zip code):

4. County of residence:  5. State vendor #:

6. Work phone #:  7. Email address:

8. Non-English language:  9. On IA's Roster of Court Interpreters? (Yes/No):

10. Classification [X one]: **A** – certified >  **B** >  **C** >  Unclassified >  See IA Court Rules 47.4 and 47.5.

11. Identify items in A.1 to A.9 that have changed since your last interpreter fee claim:

**B. CASE INFORMATION:** 1. County:  2. Case #:

3. Case title: [Plaintiff/Petitioner]:  vs. [Defendant/Respondent]:   
 --or-- Juvenile case title: In the interest of (initials only):

4. Name of person for whom I interpreted (if a minor - initials only):

5. This person was a (mark X): Criminal defendant >  Civil party >  Prosecutor witness >   
 Other witness >  Other >  Explain:

6. Last name of the judge who presided in court when I interpreted:

7. Attorney (if any) who can verify my interpreting time (name):  (phone #):

C. SERVICE DATE(S), TIME, LOCATION (Separate rows for AM/PM)							D. TIME SPENT (Report time to the nearest quarter of an hour)					
1. Date M-D-Yr	2. Start time	AM	PM	3. End time	AM	PM	4. Loca- tion*	1. Inter- preting	2. Waiting	3. Traveling	4. Cancelled time**	5. Row TOTAL

\*Location: CR=Courtroom AO=Attorney office J=Jail T=Telephone V=Video OP = Other place (explain OP):

6-TOTAL:

\*\*If claiming cancelled time, explain:

Notes:

**E. FEES AND EXPENSES – Check your calculations in sections C. and D. before submitting this form to the court.**

1. Hourly fee:	\$ <input type="text"/>	(Note: A fee above the standard fee <sup>2</sup> must be approved in the Order Appointing a Ct Interpreter)
2. Miles traveled:	<input type="text"/>	Round-trip miles if claiming travel time (D.3), but only for travel outside your residence county.
3. Fee for time:	\$ <input type="text"/>	Multiply hourly fee (E.1) times the total hours spent on this case (D.6).
4. Parking costs:	\$ <input type="text"/>	\$2/hr. of interpreting (D.1) – up to \$8/day – without a receipt; up to \$15/day with receipt(s). <sup>1</sup>
5. Other costs <sup>3</sup> :	\$ <input type="text"/>	Explain: <input type="text"/>
6. Total Fees:	\$ <input type="text"/>	Sum of E3+E4+E5

**F. INTERPRETER'S STATEMENT AND SIGNATURE:** I believe the information in this form is true and correct.

e-Signature [type first and last name after /S/]: /S/

Date:

1 See: Directive on Ct Interp. Compensation: <https://www.iowacourts.gov/iowa-courts/court-interpreters/info-for-current-interpreters/>

2 Std hourly fees: **Class: A (Certified) = \$58** [Oral] / **\$82** [Sign]; **Class B = \$46** [Oral] / **\$55** [Sign]; **Class C (on roster) = \$40**; **Unclassified = \$25**.

3 Meals, lodging, mileage, and airfare must be approved in the Order Appointing a Court Interpreter (see note 1, above).

For more information on how and where to submit for payment, see the document "Instructions for Court Interpreters on Submitting Fee Claims and Getting Paid" at the link in footnote 1 (above).

**Clerks: Docket form as INTF - Interpreter Fee Claim; Judge must sign separate Order Approving Fee Claim.**