

Fee Itemization Form for Written Translation of Court-Related Material¹ [11-22-21]

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

- A. TRANSLATOR 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]: ATA certified > Certified > Other (explain)>
 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 who requested written translation:
 5. Person in #4 is a (mark X):
 Crim. defendant > Civil party > County attorney >
 Atty for crim. def. > Atty for civil party > Other > Explain:
 6. Judge who approved translation:

C. TRANSLATION TYPE AND FEE (Check "X" for C.1 or C.2 and fill in the required information.)

1. Translation of a **written document** from (language): into (language):
 Date I delivered written translation to person in #B4:
 Number of words in the source document:
 Approved **fee per word** in source document: \$
Total fee claimed [C.1(b) x C.1(c)]: \$ *Check your calculation.*
2. Translation of **electronically recorded communications** involving an LEP person(s).
 Date I delivered written translation to person in #B4:
 The electronic recording was this number of **minutes** long:
 Court-approved **maximum fee**: \$
Total fee claimed: \$
3. **Report your time spent on this translation by date** (to the closest quarter hour (.25):

A	B
Dates (M-D-Y)	Time Spent

C	D
Dates (M-D-Y)	Time Spent

TOTAL TIME:*

*Sum of columns B + D

TRANSLATOR'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: www.iowacourts.gov/iowa-courts/court-interpreters/info-for-current-interpreters/
 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 this form as **INTF**–Interpreter/Translator Fee Claim; Judge must sign separate Order Approving Fee Claim.