

A. Instructions for Court Interpreters on Submitting Fee Claims and Getting Paid*

*All court interpreters should read the *State Court Administrator's Directive on Court Interpreter Compensation (2017)* at: www.iowacourts.gov/opr/court-interpreters/info-for-current-interpreters/

1. **Before receiving appointments to be a court interpreter:** an interpreter must submit two forms to the Office of Professional Regulation (OPR):
 - Application to be an Oral (or Sign) Language Court Interpreter” (click on the link below):
<http://www.iowacourts.gov/opr/court-interpreters/how-to-become-an-interpreter/>
 - **Substitute W-9** form -- for tax purposes (see the link at the top of this page).
2. **After completion of court interpreter or written translation services:**
 - a. Complete and sign a “Fee Itemization Form” (see link at the top of this page).
 - b. Submit the fee itemization form to the clerk of court office in one of these three ways:
 - (1) Personally take a paper copy to the clerk of court office.
 - (2) Mail a paper copy via regular U.S. mail to the clerk of court office, or
 - (3) Email it to the clerk of court office:
 - Scan or save the fee itemization form as a **PDF** document and give it a filename using this format: **FeeClaim.InterpreterLastName-(CaseNumber).pdf**
Example: FeeClaim.Esposito-(AGCR023678)
 - Email it to the clerk of court in the county where the case was located using this email address format: **CountyClerk.[County name]@iowacourts.gov**
Example: CountyClerk.Polk@iowacourts.gov
 - c. A clerk will process your fee itemization form (scan a paper form or electronically docket a PDF form submitted via email) into the courts’ EDMS system and forward it to a judge.
 - d. The judge or court staff will prepare an Order Approving Interpreter Fee Claim, which the judge will e-sign and submit in EDMS.
 - e. A clerk will send you by email a copy of your fee itemization form with a date/time stamp or e-filed date on it and a copy of the Order Approving Interpreter Fee Claims signed by a judge.
3. **Deliver the required documents (see part B) to the office that will pay the interpreter.**
The “Order Appointing a Court Interpreter” will identify the office that will pay the interpreter.
 - a. **County Auditor’s Office** in the county where the proceedings occurred -- pays all sign language interpreters and oral language interpreters for mental health or subst. abuse commitment hearings)
 - b. **Local Public Defender** – pays when a public defender is appointed to represent the person who needs an interpreter. Contact info for the local PD offices can be found on the SPD’s website at:
<https://spd.iowa.gov> – Click on “SPD Office Locations” on the left side of this web page.
 - c. **State Public Defender** – pays interpreters for cases in which a court-appointed private attorney is appointed to represent the person who needs an interpreter. SPD requires fee claims to be submitted **online**; see instructions at:
<https://spd.iowa.gov/sites/default/files/documents/user%20manual%20-%20interpreter.pdf>
 - d. **State Court Administration (SCA)** – pays interpreters not covered by 4(a)-4(c). **Two options:**
 - (1) Send paper copies of the documents by **regular U.S. mail** to:
Finance Office, State Court Administration, 1111 East Court Ave., Des Moines, IA 50319 – **or** –
 - (2) **Email** PDF copies of required documents (p. 3) to SCA at: interpreter.claims@iowacourts.gov
 - a) **Preferred option:** Scan **all** required documents into **one** PDF document; name the document as follows: InterpreterLastName-(Date:YYYY.MMDD)-County [1st 4 letters].pdf

Examples: Lopez-(2020.0312)-Dall.pdf << Services provided on **one date** in Dallas County
Ortiz-(2020.0312-14)-Scot.pdf << Services provided on **Mar. 12 to 14** in Scott County

- b) **Alternate option:** Create or scan **each document** as a **separate PDF** document. Name them as follows: Lopez-(2020.0312)-Dall-**FeeClaim**.pdf << *Same as above, but add doc type at the end*
Lopez-(2020.0312)-Dall-**OrderAppointing**.pdf

4. **Deadline for submitting interpreter/translator fee claims is 45 days**

Section P in the State Court Administrator's *Directive on Court Interpreter and Translator Compensation* (September 2017) requires interpreters and translators to file their fee claims to the office that will pay the interpreter within **45 days** after completion of court interpretation or translation services.

To meet this deadline, interpreters should submit their fee claim documents to the court *within 40 days* (preferably less) after completion of interpreting services. That will give the interpreter five days to:

- a. Obtain the a judge's signature on an Order Approving Interpreter Fee Claim and
- b. Deliver all the required documents (see part B, below) to the office that will be paying the interpreter's fee claim within **45 days** after completion of interpreting services You and a judge must sign the form.

*Note: Court interpreters are generally responsible for submitting their fee claim documents to the appropriate office (see part C). However, for *less experienced interpreters* and interpreters from **other states**, the **district court administrator's office** (see part B) will assist interpreters in getting copies of the court documents necessary to include with their claim forms and helping to ensure that the fee claim form and supporting documents are delivered to the appropriate office.

District Court Administration Offices

District 1 (Northeast)

Black Hawk County Courthouse
316 East 5th Street
Waterloo, IA 50704-9500
(319) 833-3332

District 2 (North central)

220 N. Washington Ave.
Mason City, IA 50401
Mason City: **(641) 421-0990**
Fort Dodge: **(515) 574-3751**

District 3 (Northwest)

Woodbury County Courthouse
7th and Douglas, Room 210
Sioux City, IA 51101
(712) 279-6035

District 4 (Southwest)

227 S. 6th St. 4th Floor, Room 413
Pottawattamie County Courthouse
Council Bluffs, IA 51503
(712) 328-5733

District 5 (South central)

Polk County Courthouse
500 Mulberry Street, Room 409
Des Moines, IA 50309
(515) 286-3739

District 6 (East central)

Linn County Courthouse
Cedar Rapids, IA 52406-1468
(319) 398-3920

District 7 (East)

Scott County Courthouse
400 West 4th Street
Davenport, IA 52801
(563) 326-8783

District 8 (Southeast)

333 North Court Street
Ottumwa, IA 52501
(641) 684-6502

B. Documents a Court Interpreter / Translator Must Submit to Obtain Payment ¹

Updated: 4.20.20	Offices that pay court interpreters ^{1, 3}			
Documents required to qualify for payment for interpreter or translator services ³	State Public Defender (SPD) ⁴	Local Public Defender (LPD)	State Court Admin (SCA)	County Auditor
Application to be a Court Interpreter ¹ <ul style="list-style-type: none"> Complete & submit to the Office of Prof. Regulation <i>before</i> seeking appointments to do court interpreting. Submit just once; 1st time court interpreting in Iowa 	Yes	Yes	Yes	Yes
Substitute W-9 form ¹ <ul style="list-style-type: none"> Interpreter signs and mails it to the office that will pay the interpreter <u>only</u> when submitting a fee claim for the <i>first time with that office -- and -- when you change your mailing address.</i> ³ 	Original (with original signature)	Original (with original signature)	Original (with original signature)	Original (with original signature)
3 documents to submit to be paid for services:				
(1) Order Appointing a Court Interpreter – OR -- Order Appointing a Substitute Interpreter ² Prepared by the court and signed by a judge. <ul style="list-style-type: none"> <i>It will indicate which office pays the interpreter.</i> Obtain a copy from the clerk's office. If travel expenses (e.g., hotel, meals) are to be paid, this Order must authorize the expenses. A copy should be delivered to the interpreter; otherwise, obtain a copy from the clerk's office. 	1 copy	1 copy	1 copy	1 copy
(2) Fee Itemization Form for Court Interp. Services ¹ <ul style="list-style-type: none"> Interpreter completes and signs it, then submits it to the clerk's office. See sections A.2(a)-(c), above. 	1 copy	1 copy	1 copy	1 copy
(3) Order Approving Court Interpreter Fee Claim <ul style="list-style-type: none"> After you submit a fee itemization form to the clerk of court office, a clerk will process it and forward it to a judge. The judge or court staff will prepare an Order Approving Court Interpreter Fee Claim, which the judge will e-sign. See sections A.2(d)-(e), above. 	1 copy	1 copy	1 copy	1 copy

1 All forms in this table are available on the Iowa courts' website at:

<https://www.iowacourts.gov/opr/court-interpreters/info-for-current-interpreters/>

2 **Section E.** in the Order Appointing a Court Interpreter (or a Substitute Court Interpreter) **should indicate which office pays a court interpreter.** Note: If an interpreter has been appointed as a substitute for an interpreter who had previously been appointed to interpret for a proceeding, the new interpreter should submit an Order Appointing a Substitute Interpreter.

3 Interpreters who provide services for an **administrative law hearing** or **law enforcement agency** are paid by the administrative or law enforcement agency, not by the SPD or state court administration.

4 Beginning March 1, 2020, the SPD requires all interpreter fee claims to be submitted through the SPD's online portal. For instructions, see:

<https://spd.iowa.gov/sites/default/files/documents/user%20manual%20-%20interpreter.pdf>