

## 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 and Translator Compensation (2017)*. It is available on the Iowa courts' website at:

[www.iowacourts.gov/opr/court-interpreters/info-for-current-interpreters/](http://www.iowacourts.gov/opr/court-interpreters/info-for-current-interpreters/)

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1. **Before** receiving appointments to be a court interpreter, an interpreter must submit to 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 services, complete and sign a “**Fee Itemization Form and Court Order Approving Claim for Court Interpreter Services**” (see link at the top of this page).
3. **Submit to the court:** (a) the **Fee Itemization Form with your signature** and (b) a **copy of the court order appointing you to be the interpreter for the case or proceeding -- to obtain the judge's signature approving your fee claim**. You can obtain a judge's signature on your Fee Itemization Form in one of two ways:
  - Complete and sign the Fee Itemization Form and submit it to the judge before you leave the courtroom – **or** –
  - After the proceeding, complete and sign the Fee Itemization Form, then submit the Fee Itemization Form and a copy of the court order appointing you to interpret in the case to the clerk of district court office. A clerk will obtain the judge's signature on the bottom of the Fee Itemization Form and return a copy of the documents to you.

#### 4. ***Deliver the required documents to the office that will pay the interpreter***

After receiving a judge's signature on your Fee Itemization Form, deliver the required documents to the office that will pay the interpreter (see Table 1, below).

#### 5. ***Deadline for submitting interpreter/translator fee claims***

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, it is ***strongly recommended*** that interpreters 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 approving the interpreter's fee claim and
- b. Deliver all the required documents (see Table 1, 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.

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\*Note: Court interpreters are generally responsible for submitting their fee claim documents to the appropriate office (see Table 1). However, for *less experienced interpreters* and interpreters from *out-of-state*, clerk's office staff – or the district court administrator's office (see Table 2) -- 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.

**Table 1**  
**Documents a Court Interpreter / Translator Must Submit to Obtain Payment <sup>1</sup>**

Offices that pay court interpreters <sup>1, 3</sup>

Documents that Must be Submitted to the Office that will Pay the Interpreter/ Translator <sup>2, 3</sup>	State Public Defender (SPD)	Local Public Defender (LPD)	State Court Admin (SCA)	County Auditor
<b>(1) Application to be a Court Interpreter</b> <ul style="list-style-type: none"> <li>Complete &amp; submit to the Office of Prof. Regulation <i>before</i> seeking appointments to do court interpreting.</li> <li>Submit just once; 1<sup>st</sup> time court interpreting in Iowa</li> </ul>	Yes	Yes	Yes	Yes
<b>(2) Substitute W-9 form</b> <ul style="list-style-type: none"> <li>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><sup>3</sup></li> </ul>	Original (with original signature)	Original (with original signature)	Original (with original signature)	Original (with original signature)
<b>(3) Order Appointing a Court Interpreter – OR -- Order Appointing a Substitute Interpreter<sup>2</sup></b> Prepared by the court and signed by a judge. <ul style="list-style-type: none"> <li><i>It will indicate which office pays the interpreter.</i></li> <li>Obtain a copy from the clerk of court office.</li> <li>If travel expenses (e.g., hotel, meals) are to be paid, this Order must authorize the expenses.</li> <li>A copy should be delivered to the interpreter; otherwise, obtain a copy from the clerk’s office.</li> </ul>	1 copy	1 copy	1 copy	1 copy
<b>(4) Fee Itemization Form &amp; Court Order Approving Claim for Court Interpreter Services<sup>2</sup></b> <ul style="list-style-type: none"> <li>Interpreter completes and signs it, then submits it to the judge at the end of the proceeding or to the clerk of court at some time after proceeding. The clerk of court will provide a certified copy.</li> </ul>	1 copy	1 copy	1 <b>certified</b> copy (clerk stamps and signs it)	1 copy
<b>(5) Miscellaneous Fee Claim Form</b> <ul style="list-style-type: none"> <li>Submit it to the SPD only, not to the court.</li> <li>See SPD website: <a href="https://spd.iowa.gov">https://spd.iowa.gov</a> Click on “Other Claimants” -- “Interpreter Claims.”</li> </ul>	Original (with original signature)	Original (with original signature)	Not Required	Not required

1 All forms in this table are available on the Iowa courts’ website ([www.iowacourts.gov](http://www.iowacourts.gov)); click on “OPR” (Office of Professional Regulation), then click “Information for Current Court Interpreters” (left side of the page).

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 **MAIL or deliver the documents to the appropriate office – within 45 days after providing interpreting services:**

- **State Public Defender**, 321 E. 12<sup>th</sup> St, Lucas Building - 4<sup>th</sup> floor, Attention: Misc. Claims, Des Moines, IA 50319
- **Local Public Defender** - addresses for the regional 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
- **State Court Administration**, Finance Office – 2<sup>nd</sup> floor, 1111 East Court Ave., Des Moines, IA 50319
- **County:** County Auditor’s Office in the county where the proceedings occurred (sign language interpreters only)

**Note:** 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.

**Table 2**  
**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 411  
Des Moines, IA 50309  
**(515) 286-3198**

**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**