

Instructions for Court Interpreters and Translators on Submitting Fee Claims

These instructions apply to interpreters and translators appointed by a court to provide services.

All court interpreters should read the **State Court Administrator's Administrative Directive on Court Interpreter and Translator Compensation** at: <https://www.iowacourts.gov/iowa-courts/court-interpreters/info-for-current-interpreters/>
(Updated: 12.07.2021)

1. **Before, or promptly after, being appointed to serve as a court interpreter or translator for the first time:** an interpreter or translator must submit the following forms to State Court Administration (SCA) – so they can be set up in the state contractor/vendor system:
 - **Send a resume or completed “Application to be an Oral (or Sign) Language Interpreter”** found at: <https://www.iowacourts.gov/iowa-courts/court-interpreters/how-to-become-an-interpreter/>
 - **Substitute W-9 Form** found at: <https://www.iowacourts.gov/iowa-courts/court-interpreters/info-for-current-interpreters/>

Submit these documents to SCA via one of the following ways:

Email PDF copies of the required documents to: Interpreter.Claims@iowacourts.gov -- OR --

Mail paper copies of the required documents to:

Finance Office, State Court Administration, 1111 East Court Ave, Des Moines IA 50319

2. **After completion of court interpreting or written translation services:**
 - a. Complete and sign a “Fee Itemization Form” found at: <https://www.iowacourts.gov/iowa-courts/court-interpreters/info-for-current-interpreters/>
 - b. Submit the Fee Itemization Form to the Clerk of Court office in the county where the case was located via one of the following ways:
 - 1) Personally take a paper original to the Clerk of Court office,
 - 2) Mail an original to the Clerk of Court office, or
 - 3) Email it as a **PDF** document to the Clerk of Court office (email will be checked daily):
 - Name the file using this format: **County-CaseNumber-FeeClaim.pdf**
Example: Polk-AGCR0123456-FeeClaim.pdf
 - Email it to the Clerk in the county where the case was located by using the following email address format: **CountyClerk.CountyName@iowacourts.gov**
Examples: CountyClerk.Polk@iowacourts.gov
CountyClerk.BlackHawk@iowacourts.gov
 - In the subject line of the email include county and case number.
Example: POLK AGCR0123456
 - c. The Clerk of Court office will submit the fee claim form to a judge and, after a judge approves it, a clerk will email the interpreter a copy of their Fee Itemization Form containing the **blue e-filed date header** along with a copy of the Order Approving Interpreter/Translator Fees signed by a judge.
3. **Deliver the required documents in Table 1 (below) to the office that will pay the interpreter.** The “Order Appointing a Court Interpreter” will identify which office is responsible for paying the interpreter. It will be one of the following offices:
 - a. **County Auditor’s Office** in the county where the proceeding occurred pays *all sign* language interpreters and oral language interpreters for adult mental health or substance abuse commitment hearings.
 - b. **State Court Administration (SCA)** – pays all other oral language court interpreters or translators not covered by 3(a). [**Note:** Documents submitted for payment must have the Clerks’ **blue e-filed header**.] Submit documents to SCA by one of the following ways:

- **Mail** paper copies of the required documents to:
Finance Office, State Court Administration, 1111 East Court Ave, Des Moines IA 50319
-OR-
- **Email** PDF copies of the required documents to: Interpreter.Claims@iowacourts.gov. Include the county and case number in the subject line of the email. *Example:* LINN AGCR0123456

4. **Deadline for submitting claims to the office responsible for payment is within 45 days** after the completion of the court proceeding or translation service. (See Section P of the State Court Administrator’s *Directive on Court Interpreter and Translator Compensation.*) **To meet the 45 day deadline**, it is recommended that interpreters submit their Fee Itemization Form to the Clerk of Court **as soon as possible after the completion of the interpreting service.**

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

Forms ²	State Court Administration ³ (SCA)	County ⁴ Auditor
Application to be a Court Interpreter <ul style="list-style-type: none"> • Complete & submit the forms the 1st time interpreting in Iowa or to update education/certifications • Submit to SCA 	Yes	Yes
Substitute W-9 Form <ul style="list-style-type: none"> • Complete & submit the form the 1st time interpreting in Iowa. • Complete & submit the form if you have a name change or a change to your mailing address. 	Yes Original with signature	Yes Original with signature
Court Interpreter or Translator Fee Itemization Form* <ul style="list-style-type: none"> • See sections 2(a)-(c), above. 	Yes 1 copy with blue e-filed header	Yes 1 copy with blue e-filed header
Order Approving Interpreter or Translator Fees (signed by a judge) <ul style="list-style-type: none"> • See section 2(c), above. 	Yes	Yes
Order Appointing a Court Interpreter <ul style="list-style-type: none"> • See section 3, above. 	Yes when an exceptional fee or travel costs are approved	Yes when an exceptional fee or travel costs are approved

¹ **These instructions apply to interpreters and translators appointed by a court to provide services.** Interpreters who provide services for other state or county agencies (e.g., administrative law hearings, sheriff, police, probation officers, social workers) should submit fee claims to the appropriate state or county agency.

² All forms and administrative directives are available on the Iowa Courts website at:
<https://www.iowacourts.gov/iowa-courts/court-interpreters/info-for-current-interpreters/>

³ SCA pays all oral language interpreters *except* interpreters for adult mental health or substance abuse commitment hearings.

⁴ County Auditor’s Office in the county where the proceeding occurred pays *all* sign language interpreters and oral language interpreters for adult mental health or substance abuse commitment hearings.

5. **Responsibility for submitting fee claim documents:** Interpreters are generally responsible for submitting their documents to the appropriate office for payment (see **Table 1**, above). However, less experienced interpreters and interpreters from other states may seek assistance from the **Language Access Coordinator** in the judicial district (see **Table 2**, below) where the interpreter provided services.

Table 2
Language Access Coordinators in Each Judicial District
(Updated 12-07-21)

<p>District 1 (Northeast Iowa) Gar Osland 316 E 5th St Waterloo IA 50703 (319) 833-3332 Ext. 1251</p>	<p>District 5 (South central Iowa) Toni Stevens 225 5th Ave RM 2014 Des Moines IA 50309 (515) 286-3739</p>
<p>District 2 (North central Iowa) Bill Watson 701 Central Ave 4th Flr Fort Dodge IA 50501 (515) 574-3751</p>	<p>District 6 (East central Iowa) Candice Blake 51 Third Ave Bridge Cedar Rapids IA 52401 (319) 398-3920 Ext. 1101</p>
<p>District 3 (Northwest Iowa) Alfonso Erdmann 620 Douglas St Rm 210 Sioux City IA 51101 (712) 279-6030</p>	<p>District 7 (Eastern Iowa) Heidi McDonough 401 E 3rd St Muscatine IA 52761 (563) 263-2447</p>
<p>District 4 (Southwest Iowa) Marsha Weberg 227 S 6th St Rm 413 Council Bluffs IA 51503 (712) 328-5871</p>	<p>District 8 (Southeast Iowa) Mark Hagist 333 N Court St Ottumwa IA 52501 (641) 684-6502 Ext. 111</p>