

INDEPENDENT CONTRACTOR INTERPRETER—PAYMENT RATE AUTHORIZATION FORM

(March 2021_V1)

BACKGROUND: The Judicial Council’s Payment Policies for Independent Contractor Interpreters establishes maximum compensation rates for independent contractor interpreters. The policy also allows courts the discretion to negotiate compensation rates above those rates when ***all of the following conditions apply:***

- The court must make a reasonable effort to contact a minimum of three independent contractor interpreters. If contacting three is not feasible in a given circumstance, the reason(s)/rationale and what attempts were made must be documented below.
- Each interpreter contacted must be unwilling to accept the applicable maximum rate and/or must be unavailable on the requested date(s).
- The court must make a determination that the only alternative, other than to pay a higher compensation rate, is to continue the proceeding.
- The trial court’s Executive Officer or designee must approve the higher rate.

INSTRUCTIONS: Courts may use this form to document its good-faith effort to find an independent contractor interpreter at the applicable maximum rate (see Judicial Council’s Payment Policies for Independent Contractor Interpreters), and to document the court’s Executive Officer’s or designee’s approval of the higher rate (Section C).

If fewer than three interpreters in a given language are available to the court, the Executive Officer or designee may authorize that the higher rate be valid for at least one year. The dates the higher rate will be valid must be indicated in Section C.

SECTION A: INTERPRETER SERVICES INFORMATION

LANGUAGE	DATE(S) INTERPRETER NEEDED
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SECTION B: GOOD FAITH EFFORT TO FIND INTERPRETER AT APPLICABLE MAXIMUM RATE

INTERPRETER #1	NAME		
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CERTIFIED INTERPRETER (YES/NO)	REGISTERED INTERPRETER (YES/NO)	DATE CONTACTED (VIA PHONE OR EMAIL)	PHONE NUMBER / E-MAIL
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AVAILABLE ON DATES REQUESTED (YES/NO)	RATE REQUIRED BY INTERPRETER
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INTERPRETER #2	NAME		
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CERTIFIED INTERPRETER (YES/NO)	REGISTERED INTERPRETER (YES/NO)	DATE CONTACTED (VIA PHONE OR EMAIL)	PHONE NUMBER / E-MAIL
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AVAILABLE ON DATES REQUESTED (YES/NO)	RATE REQUIRED BY INTERPRETER
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INTERPRETER #3	NAME		
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CERTIFIED INTERPRETER (YES/NO)	REGISTERED INTERPRETER (YES/NO)	DATE CONTACTED (VIA PHONE OR E-MAIL)	PHONE NUMBER / E-MAIL
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AVAILABLE ON DATES REQUESTED (YES/NO)	RATE REQUIRED BY INTERPRETER
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SECTION C: AUTHORIZATION OF HIGHER RATE

I have reviewed my court’s good faith efforts—as documented in Section B—to secure an independent contractor interpreter at the applicable maximum rate pursuant to the Judicial Council’s Payment Policy for Independent Contractor Interpreters. Based on the due diligence performed, I am authorizing a rate above the maximum given the extraordinary circumstances as noted on this form. Specifically, I hereby authorize the superior court to pay the following independent contractor interpreter the indicated rate, which is valid for the dates indicated below.

Interpreter (name): _____

Compensation Rate: \$ _____ (half-day/full day/hourly) Rate valid (dates) _____

DATE (must be signed prior to commencement of work)