

ALASKA COURT SYSTEM  
 OFFICE OF THE ADMINISTRATIVE DIRECTOR  
 ADMINISTRATIVE BULLETIN NO. 82  
 (AMENDED August 18, 2016)

TO: ALL HOLDERS OF ADMINISTRATIVE BULLETIN SETS:

All Justices	Senior Staff
All Judges	Administrative Associate
Area Court Administrators	Rural Court Analyst
Clerk of the Appellate Courts	Central Services Manager
Rural Court Training Assistants	Judicial Services
All Full-Time Clerks of Court	APD Warrants
All Magistrate Judges	Interpreter Service Coordinator
Law Libraries at Anchorage, Barrow, Bethel, Dillingham, Fairbanks, Homer, Juneau, Kenai, Ketchikan, Kodiak, Kotzebue, Nome, Palmer, Petersburg, Sitka, Valdez and Wrangell	

SUBJECT: Interpreter Fees

The Interpreter Services Coordinator manages the scheduling and payment of interpreters for the Alaska Court System (ACS). Interpreter payment rates for spoken and sign language interpreters are provided below and are maximum compensation rates. These rates may not be exceeded except in extenuating circumstances and with the approval of the Administrative Director or designee.

ACS pays interpreters provided under Administrative Rule 6 and 6.1 at the following rates depending on interpreter qualifications:

- I. Spoken Language Interpreters (Administrative Rule 6).
  - A. Freelance Interpreter<sup>1</sup> (in-person, telephonic, or video remote)

CATEGORY	Hourly Rate
<u>Court Certified</u> Passed a National Center for State Courts Oral Proficiency Exam and completed all other mandatory requirements determined by the Alaska Court System.	The interpreter's hourly rate but no more than \$60.00 per hour.
<u>Professionally Qualified</u> Passed the National Center for State Courts written exam, an Oral Proficiency Inventory (OPI) at a score of 12 or Superior, and all other mandatory requirements determined by the Alaska Court System.	The interpreter's hourly rate but no more than \$40.00 per hour.

<sup>1</sup> A "freelance interpreter" is an *individual* interpreter with whom the Alaska Court System enters into a contract for interpreter services.

<p><u>Language Skilled</u> A bilingual person who demonstrates a minimum ability to interpret in an emergency and until a more qualified interpreter is available.</p>	<p>The interpreter’s hourly rate but no more than \$20.00 per hour.</p>
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B. Vendors<sup>2</sup> Providing Professional Spoken Language Interpretation (in-person, telephonic, and video remote)

1. For vendors providing spoken language interpreting services, the court pays interpreter fees negotiated with that service provider.

II. Sign Language Interpreters (Administrative Rule 6.1)

A. Freelance Interpreters (in-person or video remote)

<p>CATEGORY (Registry of Interpreters for the Deaf—RID<sup>3</sup>)</p>	<p>Hourly Rate</p>
<p>Special Certificate: Legal (SC:L) Hearing Conditional Legal Interpreting Permit-Relay (CLIP-R) Deaf</p>	<p>The interpreter’s hourly rate but no more than \$80.00 per hour.</p>
<p>Generalist RID Certifications: NIC; CSC; CI/CT; NAD IV or V (Hearing) CDI (Deaf)</p>	<p>The interpreter’s hourly rate but no more than \$65.00 per hour.</p>

B. Vendors Providing Professional Sign Language Interpretation (in-person or video remote interpreting)

1. For vendors providing professional sign language interpreting services, the court pays interpreter fees negotiated with that service provider.

III. General Provisions for Freelance Interpreters and Vendors Providing Interpretation Services

A. Standby Time

1. For standby time, during which the court requires the interpreter to be present at the court proceeding but is not interpreting, ACS pays \$25 per hour or the fee charged by the interpreter or vendor, whichever is less.

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<sup>2</sup> A “vendor” is a service provider that recruits, trains, schedules and manages the invoicing and payment of professional interpreters.

<sup>3</sup> RID certification requires ASL interpreters to have minimum education of a bachelor’s degree, testing of ASL proficiency and annual continuing education to maintain national certification and membership in RID.

## B. Travel Time

1. For travel time between the interpreter's regular place of business and an out-of-town court, ACS pays \$25 or the fee charged by the interpreter, whichever is less, and no more than \$300.00 per day. ACS calculates travel time and pays travel expenses (air fare, ground transportation, travel time, lodging, and per diem) according to the rules that apply to court employees.

## C. Cancellation Policy

1. If ACS gives notice of cancellation 24 hours or more from the start time of the interpreting assignment, no compensation will be paid. Saturdays, Sundays and holidays are not included in the 24 hours' notice calculation.
2. If ACS gives freelance interpreters notice of cancellation less than 24 hours from the start time of the interpreting assignment, ACS will pay one-half of the fees for time scheduled. Payment for cancellation time may be reduced equal to any replacement work that the interpreter is able to find elsewhere during the time for which cancellation is paid.
3. If ACS gives a vendor notice of cancellation less than 24 hours from the start time of the interpreting assignment, ACS will pay the cancellation fee specified in the vendor agreement.
4. In extenuating circumstances, exceptions to the cancellation policy may be warranted. The Administrative Director or designee must approve any exception.

Dated: August 18, 2016

/s/  
Christine E. Johnson  
Administrative Director