

ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS  
INTERPRETER PROGRAM

**REQUEST FOR AUTHORIZATION TO EXCEED FEE SCHEDULE**

All requests should be submitted before the event or if a court is unable to obtain approval for an exception to the rates or terms prior to the court proceeding, a request should be submitted as soon as possible after the conclusion of the proceedings. Please attach a copy of the interpreter contract agreement (or other pricing information), and submit all completed documents by e-mail to the [District Court Administration Division](#), or by fax to 202-502-1133.

**I. Requesting Office Information**

Name of requestor: \_\_\_\_\_ Date of request: \_\_\_\_\_  
Title/Function: \_\_\_\_\_ Divisional Office/District: \_\_\_\_\_  
Work phone: \_\_\_\_\_ Extension: \_\_\_\_\_ Fax: \_\_\_\_\_

**II. Interpreter Service Requirement and Search/Negotiation Information**

Type of requirement (i.e. criminal trial, sentencing hearing, etc.): \_\_\_\_\_  
Date and time scheduled for interpreter use: \_\_\_\_\_ language: \_\_\_\_\_  
Name of the interpreter (required) and name of agency (if any): \_\_\_\_\_  
Interpreter(s) is/are: \_\_\_\_\_ Professionally Qualified; \_\_\_\_\_ Language Skilled; \_\_\_\_\_ Federally Certified;  
Estimated travel expense and other special conditions (if applicable): \_\_\_\_\_

Total estimated rate for this interpreter service request (Do not include travel, tolls, parking or other expenses):  
Negotiated fee (rate): hourly \$ \_\_\_\_\_ day \$ \_\_\_\_\_ 1/2 day \$ \_\_\_\_\_ overtime \$ \_\_\_\_\_  
Total estimated rate for this interpreter service request (Do not include travel, tolls, parking or other expenses): \$ \_\_\_\_\_

**List at least three Points of Contact (POCs) and/or describe attempts to locate qualified interpreters at standard or lowest negotiated rate; use additional paper if necessary. (NOTE: The AO will not approve requests without documentation of bona fide attempts to locate interpreters at the standard or lowest negotiated rates.)**

Name of POC	Phone of POC	Date called	Results (i.e. not available, rate or other demands: cancellation terms, travel costs/terms, etc.)

Searched National Court Interpreter Database: \_\_\_\_\_ Yes \_\_\_\_\_ No; Other pertinent contracting information: \_\_\_\_\_

Attachments: (i.e. Letter of Agreement, Draft Contract, etc.): \_\_\_\_\_

Court Official Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\* **FOR AO USE ONLY** \*\*\*\*\*

In accordance with the Guide to Judiciary Policy, Vol. 5, § 420.40, the above request has been:  
request has been \_\_\_\_\_ authorized \_\_\_\_\_ disapproved (see attachment, if disapproved).

Signed: \_\_\_\_\_, Chief, DCAD; Date: \_\_\_\_\_