

**CHAPTER 47**  
**COURT INTERPRETER AND TRANSLATOR RULES**

Rule 47.1	Definitions
Rule 47.2	Minimum qualifications of a court interpreter
Rule 47.3	Scheduling, appointing, and selecting a court interpreter
Rule 47.4	Classification of oral language court interpreters
Rule 47.5	Classification of sign language court interpreters
Rule 47.6	Iowa roster of court interpreters
Rule 47.7	Reserved
Rule 47.8	Application and test registration fees
Rule 47.9	Language Access in the Courts Advisory Committee
Rule 47.10	Complaint and disciplinary process
Rule 47.11	Recording of court proceedings
Rule 47.12	Court interpreter and translator compensation
Rule 47.13	Written translations of court-related material
Rule 47.14	Interpretation of legally binding documents submitted to the court
Rule 47.15	Application of rules to administrative agency proceedings
Rule 47.16	Administration
Rule 47.17	Immunity
Rule 47.18	Forms
	Form 1: Certification of Interpretation of a Legally Binding Document



## CHAPTER 47

### COURT INTERPRETER AND TRANSLATOR RULES

[Prior to April 1, 2008, see Chapter 14]

**Rule 47.1 Definitions.** As used in this chapter:

**47.1(1) Certified deaf interpreter (CDI).** A “CDI” is an interpreter who is deaf, has obtained a Certified Deaf Interpreter certificate or a Certified Legal Interpreter Provisional—Relay (CLIP-R) certificate from the Registry for Interpreters for the Deaf (RID), and who provides interpreting services to deaf persons with linguistic differences that prevent them from fully utilizing a traditional American Sign Language (ASL) interpreter.

**47.1(2) Court interpreter or interpreter.** A “court interpreter” or “interpreter” means an oral or sign language interpreter who transfers the meaning of spoken or written words or signs into the equivalent meaning in another oral or sign language during a legal proceeding.

**47.1(3) Court-ordered program.** A “court-ordered program” is a predisposition program in which a court has ordered a party to participate.

**47.1(4) Court personnel.** “Court personnel” includes clerk of court staff and district court administration staff.

**47.1(5) Court proceeding.** A “court proceeding” is any action before a state court judicial officer that has direct legal implications for any person.

**47.1(6) Legal proceeding.** A “legal proceeding” includes any court proceeding, any deposition conducted in preparation for a court proceeding, any case settlement negotiation in an existing court case, and any attorney-client communication necessary for preparation for a court proceeding in an existing court case.

**47.1(7) Limited English proficient (LEP) participant or person.** An “LEP participant” or “LEP person” has a limited ability to speak, read, write, or understand English because the person’s primary language is not English or because the person is deaf, deaf-blind, or hard-of-hearing.

**47.1(8) Participant in a legal proceeding.** A “participant in a legal proceeding” is any of the following: a party or witness in a court or legal proceeding; a party participating in a court-ordered program; a parent, guardian, or custodian of a minor party involved in a juvenile delinquency proceeding; a deaf, deaf-blind, or hard-of-hearing attorney; or a deaf, deaf-blind, or hard-of-hearing person summoned for jury duty or grand jury duty.

**47.1(9) Reasonably available interpreter.** Subject to the exceptions identified in rule 47.3(6), a “reasonably available interpreter” is an interpreter available and willing to provide in-person services at the time and location of the legal proceeding and who resides within 150 miles of the location where the legal proceeding will occur. A reasonable distance could be more than 150 miles when an interpreter of an uncommon language is needed or the case could result in serious consequences for one of the parties, including but not limited to termination of parental rights, a sentence to serve time in a state correctional facility, or substantial financial damages.

**47.1(10) Translator.** A “translator” accurately transfers the meaning of written, oral, or signed words and phrases in one language into the equivalent meaning in written words and phrases of a second language, or accurately produces a written transcript in English of electronically recorded testimony or other court communication in which one or more of the participants has limited English proficiency.

[Court Orders December 22, 2003, April 26, 2004, and September 16, 2004, effective November 1, 2004; August 28, 2006, effective October 1, 2006; February 14, 2008, effective April 1, 2008; December 4, 2014, effective July 1, 2015; September 14, 2021, effective October 1, 2021; April 29, 2024, effective July 1, 2024]

**Rule 47.2 Minimum qualifications of a court interpreter.**

**47.2(1) Qualifications.**

*a. Minimum age.* A court interpreter must be at least 21 years old.

*b. Education.* A court interpreter must have completed at least the equivalent of two years or 48 credit hours of college courses or must have completed the requirements in rule 47.4 or 47.5 to qualify for the Iowa roster of court interpreters.

*c. Approval of state court administration.*

(1) *Court interpreter application form.* A court interpreter must complete an application form, developed by state court administration, on which the interpreter provides information about the interpreter’s education, experience, prior misconduct, and references to assist the court in determining the interpreter’s qualifications for court interpreting.

(2) *Criminal records search.* A criminal records search will be completed by state court administration or a designee of state court administration at the time the application to be a court interpreter is filed with state court administration. The criminal record search may be waived for an interpreter who has had a criminal records search completed by state court administration or a designee of state court administration within six months of the filing date of the application.

(3) *No prior disqualifying misconduct.* State court administration will review the applicant's application and criminal background check for possible disqualifying misconduct as identified in rule 47.2(1)(c)(3). When reviewing possible disqualifying misconduct, state court administration will weigh any mitigating or aggravating factors identified in rule 47.10(6) and the applicant's candor in the application process. State court administration may determine whether the misconduct disqualifies the applicant from being a court interpreter. Possible disqualifying misconduct includes:

1. A felony or any lesser crime of dishonesty or moral turpitude for which the applicant was convicted in any jurisdiction. An offense is a felony if it was classified as a felony in the jurisdiction where the conviction was entered at the time of the conviction.

2. Ethical misconduct that resulted in the bar or suspension of the interpreter from interpreting in any jurisdiction.

*d. Oath or affirmation.* At the start of a court proceeding or a deposition in which an interpreter is present to facilitate communication with an LEP participant, the judicial officer presiding at the court proceeding or an attorney involved in taking the deposition must ask the interpreter on the record to swear or affirm that the interpreter has the knowledge and skills to interpret completely and accurately in a legal proceeding, understands and will abide by the Code of Professional Conduct for Court Interpreters and Translators in Chapter 48 of the Iowa Court Rules, and will interpret in court to the best of the interpreter's ability.

*e. Sign language interpreter qualifications.* In addition to meeting the minimum qualifications in rules 47.2(1)(a) through (d), a sign language interpreter must be licensed by the Iowa Board of Sign Language Interpreters and Translators pursuant to Iowa Code chapter 154E, except as allowed under Iowa Code section 154E.4, and must meet the qualifications to be at least a Class B interpreter in rule 47.5(2).

**47.2(2) Waiver of minimum qualifications for oral language court interpreters.**

*a. Waiver only in extraordinary circumstances.* A court may waive minimum qualifications for an oral language court interpreter only in extraordinary circumstances.

- (1) For court proceedings expected to last approximately 30 minutes or less, extraordinary circumstances exist when there is no reasonably available interpreter to provide in-person services and when there is no qualified interpreter available through a remote audio or video interpreter service consistent with rule 47.3(7).

- (2) For court proceedings expected to last more than approximately 30 minutes, extraordinary circumstances exist when there is no reasonably available interpreter to provide in-person services. In this circumstance, the court may waive the minimum requirements in rules 47.2(1)(a) through (c) subject to the following limitations:

1. If waiving the minimum age requirement in rule 47.2(1)(a), the court may approve an interpreter who is not less than 18 years old.

2. If waiving the minimum education requirement of rule 47.2(1)(b), the court may approve an interpreter who has at least a high school diploma or its equivalent.

*b. Before waiving minimum qualifications.* Before waiving minimum qualifications, the court should reschedule a court proceeding if it is likely that the additional time will allow court personnel to obtain the services of an interpreter who meets at least the minimum qualifications and the delay will not result in a failure to meet a statutory or constitutional deadline for conducting the court proceeding.

*c. Waiver of interpreter qualifications on the record.* Whenever the court waives one or more of the qualifications under rule 47.2(1), the court must explain the reasons for the waiver on the record.

[Court Orders December 22, 2003, April 26, 2004, and September 16, 2004, effective November 1, 2004; August 28, 2006, effective October 1, 2006; February 14, 2008, effective April 1, 2008; December 4, 2014, effective July 1, 2015; December 13, 2017, effective January 1, 2018; September 14, 2021, effective October 1, 2021]

**Rule 47.3 Scheduling, appointing, and selecting a court interpreter.**

**47.3(1)** *Persons who qualify for appointment of a court interpreter.* When the court or court personnel have a reasonable basis to believe a person has limited English proficiency, unless the court determines that another reasonable accommodation is appropriate, the person qualifies for appointment of a court interpreter if the LEP person is a participant in a legal proceeding.

**47.3(2)** *Application for appointment of a court interpreter.*

*a. Cases in district court.* An attorney should file an application for appointment of a court interpreter with the clerk of court as soon as the attorney learns that the attorney's client or a witness for a client needs an interpreter for a district court proceeding. A self-represented party should file an application for appointment of a court interpreter with the clerk of court as soon as possible after the party learns that the party or a witness for the party needs an interpreter for a court proceeding. Court personnel should obtain the assistance of an interpreter by telephone or in person while helping an unrepresented LEP party complete the form.

*b. Cases in the appellate courts.* When an attorney represents an LEP party in a case on appeal, the attorney must file any application for appointment of a court interpreter in the district court where the case originated.

**47.3(3)** *Responsibility for appointment and selection of a court interpreter.* When a court enters an order appointing a court interpreter or when court personnel learn that an interpreter is needed for an LEP participant in a court proceeding, court personnel will contact and select the most qualified interpreter who is reasonably available using the priorities established in rules 47.3(4) through (7). This responsibility cannot be delegated to an attorney or party involved in the case.

**47.3(4)** *Priorities in the selection of an oral language interpreter.* Subject to exceptions identified in rule 47.3(6), court personnel must select the highest classified interpreter who is reasonably available for the court proceeding, giving preference to interpreters who are on Iowa's roster of court interpreters and using the following classification order:

*a. Class A certified interpreter, defined in rules 47.4(1) and 47.4(5)(a).*

*b. Class B noncertified interpreter, defined in rule 47.4(2).*

*c. Class C noncertified interpreter, defined in rules 47.4(3) and 47.4(5)(b).*

*d. Oral language interpreter on the list of approved interpreters in another jurisdiction.* When there is no interpreter on Iowa's roster of court interpreters who is reasonably available, court personnel must seek an interpreter who is on an official list of certified or qualified interpreters approved by another state court system before selecting an unclassified interpreter as defined in rule 47.4(4).

*e. Unclassified noncertified interpreter, defined in rule 47.4(4).* An unclassified interpreter will be selected only when there is no reasonably available interpreter who meets the minimum qualifications of rule 47.2(1).

**47.3(5)** *Priorities in the selection of a sign language interpreter.* Subject to exceptions identified in rule 47.3(6), court personnel will select the highest classified interpreter who is reasonably available for a court proceeding using the following classification order, and within each classification, will give preference to interpreters who are on Iowa's roster of court interpreters:

*a. Class A certified interpreter, as defined in rule 47.5(1).*

*b. Class B noncertified interpreter, as defined in rule 47.5(2).*

**47.3(6)** *Exceptions to the priorities for selecting a court interpreter.*

*a. Court proceedings within a magistrate's jurisdiction.* For any court proceeding within a magistrate's jurisdiction, except a court proceeding involving a simple misdemeanor domestic assault charge, court personnel may select a reasonably available Class B or Class C noncertified interpreter on Iowa's roster of court interpreters before seeking the services of a Class A certified interpreter.

*b. Interpreter required on short notice.* If a court receives notice for the need of an interpreter on the day the court proceeding is scheduled to occur or after 4 p.m. the previous workday, and the court determines that rescheduling the court proceeding would not be appropriate under the circumstances, court personnel may select the highest classified interpreter who is available to interpret at the required time and location. A Spanish interpreter must be at least a Class C interpreter, and an American Sign Language interpreter must be at least a Class B interpreter.

*c. No reasonably available certified court interpreter resides within 150 miles of the courthouse.*

(1) If court personnel are unable to locate a reasonably available certified court interpreter for a legal proceeding in an indictable criminal case or termination of parental rights case within 150 miles of the courthouse, court personnel will conduct a regional or national search.

(2) If court personnel are unable to locate a reasonably available certified court interpreter for cases other than indictable criminal or termination of parental rights within 150 miles of the courthouse, court personnel may conduct a regional or national search.

(3) If court personnel are unable to locate an available certified court interpreter after a regional or national search, court personnel will attempt to locate a noncertified interpreter who is on the Iowa roster of court interpreters or who is on a list of qualified noncertified interpreters maintained by another state court system.

(4) If court personnel are unable to locate an available certified or a qualified noncertified interpreter under rules 47.3(6)(c)(1) through (3), court personnel may select an interpreter who is not on a list of qualified interpreters maintained by any state court system.

(5) Court personnel may request assistance from state court administration in conducting a regional or national search for a court interpreter.

*d. Civil proceedings.* For any civil proceeding other than a trial, court personnel may select a reasonably available Class B noncertified interpreter.

**47.3(7) Interpreter services through remote audio or video communications technology.**

*a.* When selecting an appropriate interpreter available through audio or video communications technology, court personnel should consider the nature of the case and duration of the proceeding to be interpreted.

(1) Court personnel may select an appropriate interpreter available through audio or video communications technology for any court proceeding expected to last two hours or less.

(2) For any court proceeding expected to last longer than approximately two hours, including trials, court personnel may select an appropriate remote interpreter available through video communications technology.

(3) In indictable criminal, child in need of assistance, termination of parental rights cases, or exigent proceedings requiring immediate interpreter services, court personnel may select a remote interpreter available through video communications technology.

*b.* Court personnel must select a remote audio or video interpreter according to the priorities set forth in rules 47.3(1) through 47.3(6).

*c.* A remote video sign language interpreter must be a Class A certified interpreter or Class B noncertified interpreter as defined in rule 47.4(1) or 47.4(2).

*d.* For a criminal court proceeding expected to last approximately two hours or less, court personnel may select a remote Class A certified interpreter or Class B noncertified interpreter instead of a less qualified interpreter available to interpret in person.

*e.* The court will enter into the record of the court proceeding the interpreter's name, the interpreter services company that provided the interpreter (if applicable), and the interpreter's formal education, interpreter testing and training, experience as an interpreter, and experience as a court interpreter.

*f.* Court personnel may select a remote interpreter only if the interpreter has the qualifications to be a competent court interpreter.

*g.* For an initial appearance in a criminal case, the court may orally appoint an interpreter prior to the proceeding and enter an order appointing an interpreter after the proceeding has been concluded, if necessary.

**47.3(8) Order appointing a court interpreter.**

*a.* When a court or court personnel learn that an LEP participant needs interpreter services in a court proceeding, the court will enter an order appointing an interpreter for that LEP participant prior to the legal proceeding and for all subsequent proceedings unless the court has previously entered an order appointing an interpreter for all subsequent proceedings in the case.

*b.* An order appointing an interpreter must identify the sign or oral language for which an interpreter is needed.

*c.* Upon entry of a court order appointing an interpreter, court personnel will identify the interpreter consistent with rule 47.3.

**47.3(9) Examination of court interpreter qualifications.**

*a.* At the start of any court proceeding for which an interpreter will be providing services, the court will question the interpreter on the record regarding the interpreter's classification. If the interpreter is not a Class A or Class B interpreter, the court will inquire on the record about the

interpreter's education, knowledge of English and the other language, and interpreting experience.

*b.* At any time during the court proceeding, if the court finds a reasonable basis to believe that an interpreter does not have the appropriate knowledge, skills, or experience to competently interpret the court proceeding, or that the interpreter has a disqualifying conflict of interest, the court must discontinue use of the interpreter.

**47.3(10)** *Persons prohibited from appointment as a court interpreter.* Court personnel may not select a person to be a court interpreter in a legal proceeding if that person is a family member or personal friend of any of the parties or of the person needing an interpreter, or of any person involved in the legal proceeding, including but not limited to: a domestic abuse advocate, attorney, court-appointed special advocate (CASA), juvenile court officer, law enforcement officer, or social worker.

**47.3(11)** *Disclosure of conflicts of interest and objections to a court interpreter.*

*a.* A court interpreter must promptly inform the court or court personnel of any known factors that could constitute a conflict of interest for the interpreter in the legal proceedings.

*b.* Objections regarding a court interpreter's competence or conflict of interest must be made within a reasonable time after the grounds for the objection become apparent.

*c.* Class A and Class B court interpreters, as defined in rules 47.4 and 47.5, are presumed competent to interpret in all legal proceedings.

*d.* The court will make rulings on objections on the record.

**47.3(12)** *Number of court interpreters.*

*a.* A court may appoint more than one interpreter if it finds a reasonable basis for multiple interpreters for the court proceeding.

*b.* When a party needs an interpreter and the court or court personnel expects the interpreted proceeding on a given day to be complex or to last more than four hours, court personnel must, when reasonably available, select more than one interpreter to serve as a team or as relay interpreters during the court proceeding and may select more than one interpreter for a deposition.

*c.* When determining whether a court proceeding that is expected to be less than four hours is complex, the court or court personnel may consider the following: the number of parties or participants who will need an interpreter; whether both a witness and a party will need an interpreter at the same time; whether technical or specialized terms will be used frequently in the court proceeding; and whether the gravity of the court proceeding enhances concern for the accuracy of the interpretation.

*d.* When two or more parties with adverse interests in a case need an interpreter of the same language, court personnel will select a separate interpreter for each party when reasonably available, unless all parties knowingly and voluntarily waive the right to separate interpreters on the record.

*e.* When two or more interpreters are selected for a proceeding, only one interpreter at a given time may provide the simultaneous interpretation of the general court proceedings and the consecutive interpretation of witness testimony for the LEP parties, while any additional interpreter will provide interpretation for attorney-client communications during the proceeding. In this situation, the proceedings and witness interpreter will use a mobile microphone and transmitter, and the LEP parties will use mobile receivers with headphones. The interpreters must rotate the duty of interpreting the proceedings and witness testimony at least once per hour.

*f.* When a proceeding will be more than four hours, and two or more LEP parties or LEP parties and witnesses need an interpreter, court personnel may select fewer than two interpreters for each LEP party and direct the interpreters to work as a team to provide interpreting services for attorney-client communications and for general proceedings and witness interpretation as described in rule 47.3(12)(e).

*g.* When an appointed American Sign Language (ASL) interpreter reports difficulty communicating with an LEP participant, court personnel may select a certified deaf interpreter (CDI) to work as a relay interpreter with the ASL interpreter.

**47.3(13)** *Interpreter cancellation and substitution.* When a court interpreter learns that the interpreter will be unable to fulfill the terms of an appointment or agreement to interpret during a court proceeding, the interpreter must:

*a.* Promptly arrange for a substitute interpreter who resides in the county where the court proceeding is scheduled to occur, or a county contiguous to that county, and who has a classification under rule 47.4 that is equal to or greater than the original interpreter's

classification. When a substitute interpreter has been secured, the original interpreter must promptly inform the district court administrator's office or the clerk of district court where the court proceeding is scheduled and the attorney whose client needs an interpreter, if applicable, regarding the substitution.

*b.* If the original interpreter is unable to secure a substitute interpreter consistent with rule 47.3(13)(a), the original interpreter must promptly inform the district court administrator's office or the clerk of district court where the court proceeding is scheduled that a substitute interpreter is needed for the court proceeding.

**47.3(14) *Reimbursement of oral language interpreter fees paid by state court administration.***

*a.* For purposes of rule 47.3(14), "interpreter" applies only to oral language interpreters and translators.

*b.* When state court administration pays an interpreter for services provided to an LEP participant in a court proceeding, the court will apportion costs according to the following provisions:

(1) In a criminal case in which an interpreter provided services for a nonindigent defendant, the court will order the defendant to pay the total amount of interpreter fees to the court.

(2) In a child in need of assistance or termination of parental rights case in which an interpreter provided services for a parent, guardian, or custodian who was represented by a privately retained attorney, the court will order the person who needed the interpreter to pay the total amount of interpreter fees to the court.

(3) In a juvenile delinquency case in which an interpreter provided services for a parent whose child was the subject of a delinquency petition, the court will order the parent who needed an interpreter to pay the total amount of interpreter fees to the court.

(4) In a civil case other than child in need of assistance or termination of parental rights, the court will tax the total amount of interpreter fees as court costs pursuant to Iowa Code sections 622A.3(2) and 625.1.

*c.* This rule does not limit the authority of the court to order the repayment of interpreter fees paid by another public agency, such as the state public defender, pursuant to any applicable statute or rule that authorizes or requires the repayment.

**47.3(15) *Payment for interpreter services.***

*a.* Claims for payment of interpreter service fees must be submitted to the Iowa Judicial Branch Finance Department within 60 days from the date on which the interpreter performed the services. Fee claims are timely only if all documents required for payment are submitted within 60 days from the date of service. Fee claims that are not supported or submitted within 60 days from the date of service will be denied.

*b.* The judicial branch may grant an exception to the 60-day requirement only if the delay is due to one of the following circumstances:

(1) Death of the interpreter.

(2) Death of the interpreter's spouse, child, parent, or sibling.

(3) A serious illness, injury, or other medical condition prevents the interpreter from working or performing other regular daily activities for more than three consecutive days within the last five days before the expiration of the 60-day period for submission of a fee claim.

*c.* The government office responsible for paying the interpreter, in its sole discretion, may grant an exception to the 60-day fee claim submission requirement if an interpreter provides substantial and convincing evidence that some other extraordinary condition beyond the interpreter's control prevented the interpreter from submitting a fee claim within the 60-day period.

*d.* Fee claims submitted pursuant to an exception from the 60-day period must be submitted with all documents required for payment within 90 days from the date on which the interpreter services were performed, or the claims will be denied.

[Court Orders December 22, 2003, April 26, 2004, and September 16, 2004, effective November 1, 2004; August 28, 2006, effective October 1, 2006; February 14, 2008, effective April 1, 2008; August 10, 2009; December 4, 2014, effective July 1, 2015; December 13, 2017, effective January 1, 2018; July 20, 2020, effective October 1, 2020; September 14, 2021, effective October 1, 2021; April 29, 2024, effective July 1, 2024; July 28, 2025, effective August 1, 2025]

**Rule 47.4 Classification of oral language court interpreters.**

**47.4(1) Class A oral language court interpreter.** A Class A oral language court interpreter is a certified interpreter who has met the requirements in rule 47.6 to be on the Iowa roster of court interpreters and has done one of the following:

*a.* Satisfied all certification requirements for an oral language interpreter established by the Federal Court Interpreter Certification Program or the National Association of Judiciary Interpreters and Translators.

*b.* Taken oral interpretation examinations for court interpreter certification approved by the Language Access Services Section of the National Center for State Courts (NCSC) and achieved a passing score of at least 70 percent correct on each of the three parts of the oral examination (sight interpretation of written documents, consecutive interpretation, and simultaneous interpretation) in a single test session.

**47.4(2) Class B oral language court interpreter.** A Class B oral language court interpreter is a noncertified interpreter who has met the requirements in rule 47.6 to be on the Iowa roster of court interpreters and has done one of the following by July 1, 2019:

*a.* Taken one of the court interpreter certification examinations identified in rule 47.4(1)(b) and did not meet the test score requirements for certification, but achieved a score of at least 65 percent correct on each of the three parts of the oral interpretation examination in one test session.

*b.* Met the oral interpretation examination score requirements for court interpreter certification in a state that uses the oral interpretation examinations approved by the NCSC, but did not achieve scores of at least 70 percent correct on each of the three parts of the oral examination in a single test session.

**47.4(3) Class C oral language court interpreter.** A Class C oral language court interpreter is a noncertified interpreter who has met the criteria under rule 47.6 to qualify for the Iowa roster of court interpreters, but has not met the criteria under rule 47.4(1) or (2) to be a Class A or B oral language court interpreter.

**47.4(4) Unclassified oral language court interpreter.** An unclassified oral language interpreter has not met the requirements under rule 47.4(1), (2), or (3) to be a Class A, Class B, or Class C oral language interpreter and has not met the requirements to be on an official list of qualified court interpreters in another state.

**47.4(5) Oral language interpreters on a list of qualified interpreters approved by another state.**

*a.* Interpreters who have met the testing requirements for certification in rule 47.4(1)(a) or (b) by taking those examinations in another state, will be classified as certified court interpreters and receive the same hourly fee as Class A certified court interpreters in Iowa. These interpreters must still meet the requirements in rule 47.6 to be on the Iowa roster of court interpreters, and certified interpreters on the roster will receive preference for selection over certified interpreters who are not on the roster.

*b.* Interpreters who have met testing and training requirements to be included on a list of qualified court interpreters in another state, but who have not met the testing requirements in rule 47.4(1)(a) or (b), will be comparable to Class C interpreters in Iowa. These interpreters must still meet the requirements in rule 47.6 to be on the Iowa roster of court interpreters, and interpreters on the roster will receive preference in selection over interpreters who are not on the roster.

[Court Orders December 22, 2003, April 26, 2004, and September 16, 2004, effective November 1, 2004; August 28, 2006, effective October 1, 2006; February 14, 2008, effective April 1, 2008; December 4, 2014, effective July 1, 2015; December 13, 2017, effective January 1, 2018; November 16, 2018, effective December 15, 2018; July 28, 2025, effective August 1, 2025]

**Rule 47.5 Classification of sign language court interpreters.**

**47.5(1) Class A sign language court interpreter.** A Class A sign language court interpreter is a certified interpreter who:

*a.* Holds a permanent license issued by the Iowa Board of Sign Language Interpreters and Transliterators and a “specialist certificate: legal (SC:L)” or a conditional legal interpreting permit—relay (CLIP-R) from the National Testing System of the Registry of Interpreters for the Deaf (RID); or

*b.* Is a licensed sign language court interpreter in a state other than Iowa that has licensing requirements comparable to the requirements in Iowa Code section 154E.3 and holds a valid

SC:L from the RID. Pursuant to Iowa Code section 154E.4(2)(a), an interpreter who meets these requirements may interpret in Iowa for up to 14 days per year without obtaining an Iowa license.

**47.5(2) Class B sign language court interpreter.** A Class B sign language court interpreter is a noncertified interpreter who:

*a.* Holds a permanent license issued by the Iowa Board of Sign Language Interpreters and Transliterators and has at least one of the following certificates: a certificate based on the National Interpreter Certification (NIC) examination; an advanced (NAD IV) or master (NAD V) certificate from the National Association for the Deaf (NAD); a valid comprehensive skills certificate (CSC), a master comprehensive skills certificate (MCSC), both a certificate of interpretation (CI) and a certificate of transliteration (CT), or a certified deaf interpreter (CDI) certificate from the National Testing System of the RID; or

*b.* Is a licensed sign language court interpreter in a state other than Iowa that has licensing requirements comparable to the requirements in Iowa Code section 154E.3, and who holds one of the certificates or qualifications identified in rule 47.5(2)(a) and is on a list of noncertified sign language interpreters (without an SC:L) approved by the state court interpreter program in another state. Pursuant to Iowa Code section 154E.4(2)(a) an interpreter who meets these requirements may interpret in Iowa for up to 14 days per year without obtaining an Iowa license.

[Court Orders December 22, 2003, April 26, 2004, and September 16, 2004, effective November 1, 2004; August 28, 2006, effective October 1, 2006; February 14, 2008, effective April 1, 2008; August 10, 2009; December 4, 2014, effective July 1, 2015; December 13, 2017, effective January 1, 2018]

#### **Rule 47.6 Iowa roster of court interpreters.**

**47.6(1) Management.** State court administration will maintain and publish the Iowa roster of court interpreters and may determine the order in which interpreters must complete the testing and training requirements in rule 47.4 to qualify for the roster. State court administration may remove an interpreter from the roster or change an interpreter's classification on the roster if a roster interpreter takes or retakes the oral language certification exam and achieves a score on one or more parts of the exam that is less than the minimum scores required to be on the roster. State court administration may also require a roster interpreter to retake the oral language interpreter certification exam if state court administration learns through an investigation that the interpreter failed to interpret at a level of competency comparable to the minimum language proficiency qualifications for being on the roster in rule 47.6(2)(d).

**47.6(2) Testing and training requirements.** Beginning July 1, 2019, to be included on the roster, an interpreter must meet the qualifications in rule 47.4 and the following requirements:

*a. Ethics exam.* All interpreters must take a written exam on the Code of Professional Conduct for Court Interpreters and achieve a score of at least 75 percent correct, unless the interpreter has taken the same or a similar exam in another state within the past five years and achieved a score of at least 75 percent correct.

*b. Written exam approved by the NCSC.* Interpreters must achieve a score of at least 80 percent correct on a written exam for court interpreters that the National Center for State Courts (NCSC) has approved and that includes at least the following areas: general English vocabulary, legal terminology, and legal procedures. This requirement may be waived by state court administration if the interpreter has taken the same test in Iowa or another jurisdiction within the past five years, achieved a score of 80 percent correct, and has regularly provided court interpreter services each year since taking the exam.

*c. Court interpreter orientation program.* An interpreter must complete the court interpreter orientation program approved by state court administration. State court administration may waive this requirement for an interpreter who has completed a similar training program in another jurisdiction, and who has regularly provided court interpreter services each year since completing that program.

*d. Oral interpretation exam.*

(1) An interpreter of a language for which one of the testing organizations identified in rule 47.4(1) offers a court interpreter certification exam must take one of the exams and achieve a score of at least 55 percent correct on each of the three parts of the exam (sight, consecutive, and simultaneous interpretation).

(2) An interpreter of a language for which the NCSC does not offer a court interpreter certification exam must take the ALTA Language Services or the American Council on the Teaching of Foreign Languages (ACTFL) oral proficiency interview (speaking and listening) exam in English and the interpreter's other language. The interpreter must achieve a score of at

least 11 (on a scale of 12) for the interpreter's other language and at least an advanced rating for the English exam.

**47.6(3) Retaking the court interpreter written and oral interpretation exams.**

*a. Written multiple-choice exams.* An interpreter may retake a written multiple-choice exam once in a six-month period. When there are multiple versions of a written exam, state court administration will rotate the exam versions.

*b. Oral language certification exams state court administration conducts.* For oral language certification exams state court administration conducts, an interpreter may retake the same version of an exam once in a 12-month period. When there are multiple versions of the oral language certification exam, an interpreter must wait six months before taking a different version of the exam.

*c. Oral language certification exams the Federal Court Interpreter Certification Program conducts.* Interpreters taking oral language certification exams the Federal Court Interpreter Certification Program conducts must comply with the rules established by the program regarding the retaking of the exams.

*d. ALTA Language Services oral proficiency interview (speaking and listening) exam.* An interpreter may retake an ALTA Language Services oral proficiency exam only once in a six-month period.

[Court Order August 10, 2009; December 4, 2014, effective July 1, 2015; December 13, 2017, effective January 1, 2018; November 16, 2018, effective December 15, 2018; July 24, 2019, effective August 1, 2019; September 14, 2021, effective October 1, 2021; April 29, 2024, effective July 1, 2024]

**Rule 47.7** Reserved.

**Rule 47.8 Application and test registration fees.**

**47.8(1)** The application fee to be an oral or sign language court interpreter is \$25. This fee cannot be waived or refunded.

**47.8(2)** The registration fee for the two written examinations identified in rule 47.4(1)(a) is \$50 for Iowa residents and \$100 for nonresidents. If the applicant has already passed at least one of the two examinations, the registration fee is \$25 for Iowa residents and \$50 for nonresidents.

**47.8(3)** The registration fee for each oral proficiency interview examination is \$65 for Iowa residents and \$130 for nonresidents.

**47.8(4)** The registration fees for the three-part oral interpretation certification examination approved by the NCSC's Language Access Services Section is \$250 for Iowa residents and \$500 for nonresidents.

**47.8(5)** All fees set forth in this rule must be paid to state court administration. The interpreter application fee is due at the time the application is filed. Test registration fees are due on or before the registration deadline established by state court administration.

[Court Orders December 22, 2003, April 26, 2004, and September 16, 2004, effective November 1, 2004; August 28, 2006, effective October 1, 2006; February 14, 2008, effective April 1, 2008; June 5, 2008, effective July 1, 2008; August 10, 2009; December 4, 2014, effective July 1, 2015; May 18, 2015, effective July 1, 2015; December 13, 2017, effective January 1, 2018; July 20, 2020, effective October 1, 2020; September 14, 2021, effective October 1, 2021]

**Rule 47.9 Language Access in the Courts Advisory Committee.** The Iowa Supreme Court will appoint a Language Access in the Courts Advisory Committee (advisory committee) to provide guidance to state court administration regarding language access policies in the courts and to assist state court administration in administering the disciplinary systems for court interpreters and translators.

[Court Orders December 22, 2003, April 26, 2004, and September 16, 2004, effective November 1, 2004; August 28, 2006, effective October 1, 2006; February 14, 2008, effective April 1, 2008; August 10, 2009; December 4, 2014, effective July 1, 2015; September 14, 2021, effective October 1, 2021]

**Rule 47.10 Complaint and disciplinary process.**

**47.10(1) Purpose.** These rules establish the procedure whereby an oral or sign language interpreter or translator may be removed or suspended from the roster described in rule 47.6.

**47.10(2) Applicability.** These rules apply to the delivery of services by oral and sign language interpreters or translators in any legal proceeding, court-ordered program, or office of the Iowa Judicial Branch.

**47.10(3) Procedures for complaints against oral language court interpreters or translators.**

*a. Complaints.* A complaint against a court interpreter or a translator must be filed with state court administration on a form available from that office or through the Iowa Judicial Branch website. A complaint must be signed by the complainant, provide the complainant's full address, telephone number, and email address, if any, and contain substantiating evidence supporting the complaint. State court administration may also initiate a complaint.

*b. Review of complaints.* State court administration will review all complaints and may seek additional information from the complainant as well as a response from the court interpreter or translator if state court administration deems necessary. If state court administration determines that the allegations made within the complaint are serious enough to warrant the suspension or removal of the court interpreter or translator from the roster, then state court administration will forward the complaint, response, and any investigative materials to the chair of the advisory committee. The chair will appoint a panel of at least three advisory committee members to consider the complaint.

*c. Dismissal of complaints.* The advisory committee panel may dismiss the complaint without further action if it appears the complaint wholly lacks merit, alleges conduct that does not constitute misconduct or rise to the level of a disciplinary violation under the Code of Professional Conduct for Court Interpreters and Translators, or does not comply with the requirements for a complaint or is not supplemented as requested. In such instances, state court administration will notify the complainant of the advisory committee panel's decision. The advisory committee panel's summary dismissal is not subject to review.

*d. Responses to complaints.* If the advisory committee panel does not dismiss the complaint, it will notify the interpreter or translator of the complaint in writing. The notice should state that the interpreter or translator may provide a written response to the complaint, request a hearing, or both, within 30 days from the date of the notice. If a written response has previously been provided, the advisory committee panel may, at its discretion, request a supplemental response.

*e. Advisory committee action.* If the advisory committee panel does not dismiss the complaint, the panel will review the complaint upon the papers filed unless the interpreter or translator requests a hearing or the panel determines that a hearing is necessary.

*f. Hearing and decision.*

(1) *Time and format of hearing.* A hearing will be scheduled to occur within 60 days after the complaint is assigned to the advisory committee panel. The hearing will be informal and strict rules of evidence will not apply. During the hearing, the interpreter or translator has the right to be represented by counsel at the interpreter's or translator's expense, to confront and cross-examine witnesses, and to present evidence.

(2) *Location; subpoenas; recording.* The hearing will be held at the Judicial Branch Building unless state court administration and the interpreter or translator agree otherwise. An advisory committee panel member, the interpreter or translator, state court administration, or state court administration's designee, may request the clerk of the district court of the county in which the disciplinary hearing is to be held to issue subpoenas in connection with the matter, and the clerk will issue the subpoenas. Any member of the advisory committee panel is empowered to administer oaths or affirmations to all witnesses. The hearing will be recorded electronically, unless the interpreter or translator pays for a court reporter and the subsequent transcript, if necessary.

(3) *Burden of proof.* Any grounds for discipline under rule 47.10(5) must be shown by a convincing preponderance of the evidence.

(4) *Advisory committee panel actions.* The advisory committee panel may:

1. Dismiss the complaint.
2. Impose a private admonition.
3. Require the interpreter to refund fees to a client for court interpreter services by a specified date to remain on the roster.
4. Require that the interpreter take specified education courses by a specified date to remain on the roster.

5. Require that the interpreter retake and pass one or more of the three examinations identified in rule 47.6(2) by a specified date to remain on the roster.

6. Suspend or revoke the interpreter's roster status or certification, if any.

7. Suspend or bar the interpreter from interpreting in legal proceedings or court-ordered programs, or both.

(5) *Advisory committee panel decision.* The advisory committee panel will file a written decision with the chair of the advisory committee, with a copy sent to state court administration. State court administration will promptly forward a copy of the decision to the interpreter or translator by email and ordinary mail to the address on record with state court administration. If the determination of the advisory committee panel was a suspension or revocation of the interpreter or translator's roster status or certification, state court administration will immediately remove the interpreter or translator from the roster unless otherwise instructed in writing by the chair of the advisory committee.

*g. Petition for review.* The interpreter or translator may file a petition for review of the advisory committee panel's decision with state court administration. The petition for review must be received by state court administration within 30 days after state court administration mails the decision to the interpreter or translator. The petition must state all claims of error that were raised before the panel and the reasons for challenging the panel's determination. State court administration will transmit the complete record in the case to the state court administrator.

*h. Submission and decision on review.* Unless state court administration requests otherwise, the petition will be submitted based upon the record previously made and without supplementation or hearing. After considering the record, state court administration or state court administration's designee may sustain or deny the petition or enter such other appropriate order. State court administration's order is conclusive, and no petition for rehearing is permitted.

*i. Costs.* Costs of the disciplinary proceeding will be assessed against the interpreter or translator for any private admonition, public sanction, or any agreed disposition that taxes costs against the interpreter or translator. For purposes of this rule, costs include those expenses normally taxed as costs in state civil actions pursuant to Iowa Code chapter 625, including but not limited to expert witness fees and translation, transcription, and interpreter fees. The interpreter or translator must pay the costs as a condition for reinstatement.

*j. Application for reinstatement.* An interpreter or translator may file an application for reinstatement from an order suspending or revoking a certification, roster status, or privilege of interpreting or translating in court. The application must be filed with state court administration and include payment of a \$100 reinstatement fee. The application must show that all conditions for reinstatement imposed in the panel's decision or any resulting state court administration decision have been satisfied, the interpreter or translator is currently fit to interpret or translate in court, and all costs have been paid. The interpreter or translator must also swear or affirm that the interpreter or translator did not provide interpreting or translating services in any legal or court proceeding during the suspension period.

*k. Reinstatement decision.* State court administration will review the application for reinstatement and, if the requirements have been fulfilled, may reinstate the interpreter or translator on the roster. If any requirement has not been fulfilled, state court administration will inform the interpreter or translator of what remains to be completed before reinstatement on the roster can occur.

*l. Confidentiality.*

(1) All records, papers, proceedings, meetings, and hearings of the advisory committee panel are confidential, unless the panel imposes the following: a public reprimand; a suspension or revocation of a certification, roster status, or privilege to interpret or translate before the courts; a requirement that fees be refunded to a client for court services; or a form of discipline that the panel and the interpreter or translator agree should be made public.

(2) If the advisory committee panel imposes public discipline, the decision and the complaint will become public upon filing with state court administration.

(3) If the advisory committee panel does not impose public discipline and the records do not become public documents, the records and papers will remain confidential unless they are ordered released by a judge in a related court case. The party or attorney requesting the confidential records must sufficiently demonstrate to the judge the relatedness of the records to the court case in question. The records are not otherwise subject to discovery, subpoena, or other means of legal compulsion for their release to a person other than the interpreter or translator, the attorneys, or the attorneys' agents involved in the disciplinary proceeding before the advisory committee panel.

(4) Every witness in every disciplinary proceeding under rule 47.10 must swear or affirm to tell the truth and not to disclose the existence of the disciplinary proceedings or the identity of the interpreter or translator until the disciplinary proceeding is no longer confidential under these rules.

(5) Any communications, papers, and materials concerning any complaint that may come into the possession of a committee member are confidential, and the member must keep such confidential material in a safe and secure place.

(6) Nothing in this rule prohibits the advisory committee or an advisory committee panel from releasing any information regarding possible criminal violations to appropriate law enforcement authorities, wherever located, or to interpreter or translator disciplinary and admission authorities in other jurisdictions.

*m. Temporary suspension.* Notwithstanding the provisions of this rule, state court administration may temporarily remove an interpreter or translator from the roster and suspend the interpreter's right to interpret or translate in legal proceedings, court-ordered programs, and offices of the Iowa Judicial Branch upon a showing of a clear violation of the Iowa Code of Professional Conduct for Court Interpreters and Translators or exigent circumstances demonstrating that the interpreter or translator currently lacks the capacity to interpret court proceedings or translate court documents. Any suspension of an interpreter's or translator's right to interpret or translate in Iowa courts must provide the interpreter or translator with an opportunity to file a petition for review with state court administration explaining why the temporary suspension order should be lifted.

**47.10(4) Procedures for complaints against sign language court interpreters.**

*a. Complaints.* A complaint against a sign language court interpreter must be filed with the Iowa Board of Sign Language Interpreters and Translators (board) and must follow the procedures outlined in Iowa Administrative Code 645—Chapter 363, Discipline for Sign Language Interpreters and Translators.

*b. Notice to state court administration.* A sign language interpreter who receives a notice from the board that a complaint has been filed against the interpreter must promptly provide written notice to state court administration that a complaint has been filed against the interpreter, including the date the complaint was filed and a description of the alleged misconduct. The interpreter also must promptly provide written notice to state court administration after the disciplinary process has been concluded, including the date and type of disposition. A sign language interpreter's failure to provide these notices will be considered grounds for disciplinary action and a disciplinary process may be commenced under procedures in rule 47.10(3).

**47.10(5) Grounds for discipline.** The following actions may constitute misconduct for which a court interpreter may be subject to discipline:

*a.* Violation of the Code of Professional Conduct for Court Interpreters and Translators.

*b.* Conviction of a felony in this state or any other jurisdiction or conviction of a lesser crime that involves dishonesty or moral turpitude. A crime is a felony if it is so defined in the jurisdiction where the conviction was entered at the time of the conviction.

*c.* Disciplinary action involving the interpreter's services in another jurisdiction.

*d.* Discipline by the Board of Sign Language Interpreters and Translators pursuant to Iowa Administrative Code section 645—Chapter 363.

*e.* Providing incompetent interpretation, which includes, but is not limited to, repeated incomplete or inaccurate interpretation that significantly inhibits or distorts communications between an LEP person and the court or between an LEP person and that person's attorney.

*f.* Dishonest billing for interpreter or translator services.

*g.* Engaging in prohibited interpreting while suspended. This action may subject an interpreter to additional discipline.

**47.10(6) Aggravating or mitigating circumstances.** When determining the appropriate discipline for interpreter misconduct, the advisory committee panel may consider factors that include, but are not limited to, the following:

*a. Aggravating circumstances.* Aggravating circumstances that may justify an increase in the degree of discipline imposed include, but are not limited to:

(1) Prior disciplinary offenses.

(2) Dishonest or selfish motive.

(3) A pattern of misconduct.

(4) Multiple offenses.

(5) Bad faith obstruction of the disciplinary proceeding.

(6) Submission of false evidence, false statements, or other deceptive practices during disciplinary process.

(7) Refusal to acknowledge wrongful nature of misconduct.

- (8) Harm caused by the misconduct.
- (9) Substantial experience as a court interpreter.

*b. Mitigating circumstances.* Mitigating circumstances that may justify a reduction in the degree of discipline imposed include, but are not limited to:

- (1) Absence of a prior disciplinary record.
- (2) Absence of a dishonest or selfish motive.
- (3) Personal or emotional problems contributed to the misconduct.
- (4) Timely good faith effort to rectify consequences of the misconduct.
- (5) Full and free disclosure to the advisory committee panel or cooperative attitude toward proceedings.
- (6) Inexperience as a court interpreter.
- (7) Character or reputation.
- (8) Physical or mental disability or impairment.
- (9) Interim rehabilitation.
- (10) Remorse.
- (11) Substantial time since the prior offense(s).

**47.10(7) Duty to disclose.** A court interpreter or translator must disclose to the OPR any potentially disqualifying criminal or ethical misconduct as defined in rule 47.2(1)(c)(3).

[Court Orders December 22, 2003, April 26, 2004, and September 16, 2004, effective November 1, 2004; August 28, 2006, effective October 1, 2006; February 14, 2008, effective April 1, 2008; August 10, 2009; December 4, 2014, effective July 1, 2015; December 13, 2017, effective January 1, 2018; October 24, 2019, effective January 1, 2020; December 16, 2019, effective January 1, 2020; September 14, 2021, effective October 1, 2021]

#### **Rule 47.11 Recording of court proceedings.**

**47.11(1) Interpreted testimony and communication with a judicial officer.** The court will make appropriate electronic recordings of those portions of court proceedings when an interpreter is required for testimony that is given in a language other than English and when an interpreter is required for communication between a judicial officer and a participant who speaks a language other than English.

*a. Oral language interpreters.* For court proceedings involving oral language interpretation, the court will use an electronic audio or audio-video recorder to meet this recording requirement.

*b. Sign language interpreters.* For court proceedings involving a sign language interpreter, the court will make an audio-video recording of a full and clear view of the sign language interpreter and the LEP deaf, deaf-blind, or hard-of-hearing person.

**47.11(2) Retention of recordings.** For small claims, civil infractions, simple misdemeanors, and uniform traffic citation cases, the recording must be maintained for one year after entry of judgment or sentence in district court or, if the judgment is appealed, one year after entry of the final judgment on appeal. For all other cases, the recording must be maintained for the same duration as court reporters' notes as set forth in Iowa Code section 602.8103.

[Court Orders December 22, 2003, April 26, 2004, and September 16, 2004, effective November 1, 2004; August 28, 2006, effective October 1, 2006; February 14, 2008, effective April 1, 2008; August 10, 2009; December 4, 2014, effective July 1, 2015]

#### **Rule 47.12 Court interpreter and translator compensation.**

**47.12(1) Claims for compensation.** After providing services in any legal proceeding or court-ordered program for which an interpreter or translator will be paid by a state or county office, the interpreter or translator must submit a claim for compensation to the court using a fee claim form approved by state court administration.

**47.12(2) Policies for compensation of court interpreters and translators.** State court administration will establish standard statewide fees and policies for compensation of court interpreters and translators who are paid by government entities. Government entities other than the courts that pay court interpreters and translators may adopt compensation policies that do not conflict with state court administration policies.

[Court Order February 14, 2008, effective April 1, 2008; June 5, 2008, effective July 1, 2008; August 10, 2009; December 4, 2014, effective July 1, 2015; September 14, 2021, effective October 1, 2021; April 29, 2024, effective July 1, 2024]

**Rule 47.13 Written translations of court-related material.**

**47.13(1) Definition of court-related material.** As used in rule 47.13, “court-related material” includes written documents that are relevant to the court case and electronically recorded oral or sign communications in which one or more of the participants has limited English proficiency and the communications are relevant to the court case.

**47.13(2) Definition of a certified translator.**

a. A certified translator has met the requirements for translator certification established by the American Translators Association (ATA) or the National Association of Judiciary Interpreters and Translators (NAJIT).

b. A Class A certified court interpreter under rule 47.4(1) is not a certified translator of written documents unless the interpreter has also completed the requirements established by the ATA or NAJIT to be a certified translator.

**47.13(3) Priorities in the selection of a translator of court-related material.** When a translator of court-related material is needed, court personnel will select a translator in the following order of preference:

a. Certified as a translator by the ATA or NAJIT in the required language combination (e.g., Spanish to English translation).

b. A Class A certified oral language court interpreter as defined in rule 47.4(1).

c. If there is no person available who meets the qualifications in rule 47.13(3)(a) or (b) and who could deliver the translated material through regular or electronic mail by the required date, court personnel may select a translator who has a degree from a four-year college or university and has sufficient knowledge and experience as a translator of English and the other required language to provide a complete and accurate written translation of the court-related material.

**47.13(4) Compensation of a translator.** A translator selected under rule 47.13(3) will receive the standard fee per word or per hour depending on the material to be translated. The standard translation fees will be established in an administrative directive by state court administration pursuant to rule 47.12(2). A higher fee may apply if court personnel are unable to locate a qualified translator who is able to send and receive court-related material via electronic mail, can perform the requested translation services by the required date, and will provide the translation service for the standard fee established by state court administration. A translator approved under this rule must submit a claim for compensation consistent with rule 47.12(1).

**47.13(5) Application for written translation of court-related material.** When a party or attorney in a case involving an LEP person wants a written translation of court-related material from English into another language, or from another language into English, and the court or other government entity will be responsible for paying the translator, the LEP person or the LEP person’s attorney must file with the court a timely application for a written translation of the court-related material. The application must include:

a. An explanation of the need for a written translation of the court-related material and why an oral or sign language interpretation of the court-related material would not be sufficient to ensure due process under the circumstances.

b. If the court-related material is a written document, the application must also include:

- (1) A brief description of the document’s content.
- (2) The language in which the document is written.
- (3) The language into which the document should be translated.
- (4) The number of words in the document to be translated.

c. If the court-related material is an electronic recording of communications with an LEP person, the application must also include:

- (1) A brief description of the nature of the communications.
- (2) The number of persons involved in the communications.
- (3) The languages spoken by the persons involved in the communications.
- (4) Whether a language interpreter was one of the persons involved in the communications.
- (5) The number of minutes of recorded communication involving one or more LEP persons.
- (6) Whether the applicant is requesting only a transcript of what the English-speaking person said and a translation into English of what the LEP person said during the communication or a transcript of what the English-speaking person said and a translation of what the LEP person said and an evaluation of the accuracy of the interpretation of an interpreter involved in the communication, if applicable.

**47.13(6) Court approval of written translation and translator.** The court may approve the application for the written translation of court-related material only if an oral or sign language

interpretation of the material would not be sufficient to ensure due process under the circumstances. If the court approves a written translation of court-related material, the court will direct court personnel to locate a translator who meets the criteria in rule 47.13(3) and to comply with the policies for locating and paying translators as established by state court administration. After court personnel have located a qualified translator and agreed upon a fee for the translation service, the court will enter an order approving a written translation of court-related material and appointing a translator.

[Court Order June 5, 2008, effective July 1, 2008; August 10, 2009; December 4, 2014, effective July 1, 2015; December 13, 2017, effective January 1, 2018; July 20, 2020, effective October 1, 2020; September 14, 2021, effective October 1, 2021; April 29, 2024, effective July 1, 2024; July 28, 2025, effective August 1, 2025]

**Rule 47.14 Interpretation of legally binding documents submitted to the court.**

**47.14(1) *Legally binding documents.*** For the purpose of this rule, “legally binding documents” include but are not limited to settlement agreements, consent decrees, and guilty pleas.

**47.14(2) *Selection of an interpreter to interpret a legally binding document outside a court proceeding.*** When an interpreter is required to interpret a legally binding document outside a court proceeding, attorneys must use the highest classified interpreter consistent with the priorities for selecting an oral language interpreter in rule 47.3(4) or the priorities for selecting a sign language interpreter in rule 47.3(5) and may seek assistance from court personnel to locate an interpreter who meets these qualifications.

**47.14(3) *Remote interpreters.*** Attorneys may use a remote interpreter via telephone or video conference to interpret a legally binding document for an LEP party and must give preference to an interpreter court personnel have already selected to interpret for the LEP party.

**47.14(4) *Certification of interpretation of a legally binding document.*** When a party or attorney submits to the court a legally binding document that involves an LEP party, the person submitting the document to the court must also submit a court-approved “Certification of Interpretation of a Legally Binding Document” form in which the interpreter who interpreted the legally binding document for the LEP party includes:

*a.* A statement that the interpreter completely and accurately interpreted the legally binding document from English into the LEP party’s primary language to the best of the interpreter’s ability and in the presence of the LEP party.

*b.* The interpreter’s classification as determined by rule 47.4 or 47.5.

*c.* If certified, the interpreter must include the state or organization that awarded the certification and the date of certification. If not certified, the interpreter must include the interpreter’s classification on Iowa’s roster of court interpreters or other state court’s roster and include the interpreter’s educational background with a list of degrees and institutions awarding each degree.

*d.* A certification pursuant to Iowa Code section 622.1 using substantially the following form:

“I certify under penalty of perjury and pursuant to the laws of the state of Iowa that the preceding is true and correct.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature”

[Court Order July 20, 2020, effective October 1, 2020; July 28, 2025, effective August 1, 2025]

**Rule 47.15 Application of rules to administrative agency proceedings.** To the extent an administrative agency is subject to these rules pursuant to Iowa Code section 622A.7 or 622B.1(2), the agency is responsible for appointing interpreters to appear in agency proceedings and for approving interpreters’ claims for compensation.

[Court Order December 4, 2014, effective July 1, 2015; July 20, 2020, effective October 2020]

**Rule 47.16 Administration.** The director of language access services will serve as the principal executive officer responsible for matters pertaining to the qualifications, classification, examination, continuing education, and discipline of court interpreters. State court administration, subject to the approval of the supreme court, may employ such other employees as may be necessary to carry out the duties of this chapter.

[Court Order December 4, 2014, effective July 1, 2015; July 20, 2020, effective October 1, 2020; September 14, 2021, effective October 1, 2021; April 29, 2024, effective July 1, 2024]

**Rule 47.17 Immunity.**

**47.17(1) Claims.** Claims against state court administration and staff, or against members of the advisory committee, are subject to the State Tort Claims Act set forth in Iowa Code chapter 669.

**47.17(2) Immunity.** State court administration and staff, and members of the advisory committee, are immune from all civil liability for damages for the conduct, communications, and omissions occurring in the performance of and within the scope of their official duties under these rules.

**47.17(3) Qualified immunity.** Records, statements of opinion, and other information regarding an interpreter that are communicated by an entity, including any person, firm, or institution, without malice, to state court administration and staff, and the members of the advisory committee, are privileged; civil suits for damages predicated thereon may not be instituted.

[Court Order December 4, 2014, effective July 1, 2015; July 20, 2020, effective October 1, 2020; September 14, 2021, effective October 1, 2021]

**Rule 47.18 Forms.**

**Rule 47.18 — Form 1: Certification of Interpretation of a Legally Binding Document.**



**Rule 47.18—Form 1: Certification of Interpretation of a Legally Binding Document**

In the Iowa District Court for \_\_\_\_\_ County

*County where this Certification is filed*

Case no. \_\_\_\_\_

**Plaintiff or Petitioner**

*Full name of Plaintiff or Petitioner*

vs.

**Defendant or Respondent**

*Full name of Defendant or Respondent*

**Certification of Interpretation of a Legally Binding Document**

Iowa Court Rule 47.14(4)

**1. Certification statement**

I, \_\_\_\_\_, certify the following:  
*Print your name*

I have completely and accurately interpreted the legally binding document submitted with this certification from English into \_\_\_\_\_, the limited *LEP's* English proficient (LEP) party's language, to the best of my ability and in the presence of \_\_\_\_\_.  
*language*  
*Name of LEP party*

**2. Interpreter's classification** *Check A. or B.*

I am:

A.  An oral language court interpreter with the following certification: Check one (Iowa Court rule 47.4)

Class A oral language court interpreter

Class B oral language court interpreter

Class C oral language court interpreter

Unclassified oral language court interpreter

Oral language interpreter on a list of qualified interpreters approved by another state If you check this box, fill in the following fields

State: \_\_\_\_\_

Classification level: \_\_\_\_\_

B.  A sign language court interpreter with the following certification: *Check one (Iowa Court rule 47.5)*

Class A sign language court interpreter

Class B sign language court interpreter



Rule 47.18—Form 1: *Certification of Interpretation of a Legally Binding Document*, continued

**3. Interpreter’s certification or relevant qualifications**

I am:

Check A. or B.

A.  A certified interpreter *If you check this box, fill in the following fields*

State or organization of certification:

\_\_\_\_\_

Date of certification: \_\_\_\_\_, 20\_\_\_\_  
Month Day Year

B.  Not a certified interpreter *If you check this box, fill in the following fields relevant to interpreter qualifications*

(1) Educational background:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Degree Date received Institution

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Degree Date received Institution

(2) Experience:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(3) Other relevant interpretation credentials:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check this box if you have attached a page with additional information.

**4. Attorney help**

Check A. or B.

A.  An attorney did not help me prepare or fill in this form.

B.  An attorney helped me prepare or fill in this form.

If you check B., you must fill in the following information:

\_\_\_\_\_  
Name of attorney or organization if any Attorney’s P.I.N. # – Ask the attorney

\_\_\_\_\_  
Business address of attorney or organization City State ZIP code

(\_\_\_\_\_)\_\_\_\_\_  
Attorney’s phone number Attorney’s fax number – optional Attorney’s email address

**Important: Required signature block on next page**



Rule 47.18—Form 1: *Certification of Interpretation of a Legally Binding Document*, continued

**5. Oath and signature**

I, \_\_\_\_\_, have read this Certification, and I certify under  
*Print your full name: first, middle, last*

penalty of perjury and pursuant to the laws of the State of Iowa that the information I have provided in this Certification is true and correct.

\_\_\_\_\_, 20  
*Month Day Year Signature\**

\_\_\_\_\_  
*Mailing address City State ZIP code*

(\_\_\_\_\_) \_\_\_\_\_  
*Phone number Email address Additional email address, if applicable*

*\* This form may be signed either by using a digitized signature, see instructions at [www.iowacourts.gov/for-the-public/court-forms/](http://www.iowacourts.gov/for-the-public/court-forms/), or by printing and hand signing.*