

Application for a Written Translation of Court-Related Material and for Appointment of a Translator

In the Iowa District Court for _____ County
County where you are filing this Application

Plaintiff/Petitioner

Full name of person filing Application

vs.

Defendant/Respondent

Full name of Defendant/Respondent

Case no. _____

**Application for a Written Translation of
Court-Related Material and for
Appointment of a Translator**

Iowa Court Rule 47.13(5)

1. Applicant information:

A. Name: _____

B. Phone #: (_____) _____

C. Email: _____

2. Applicant is:

A. Attorney for Plaintiff or Petitioner

B. Attorney for Defendant or Respondent

C. Other: *Explain* _____

3. Applicant requests a written translation of a:

Check A or B and provide the requested information in that section:

A. Written document:

(1) The source document is written in (*language*): _____; it should be translated into (*language*): _____.

(2) The source document contains a total of _____ words.

(3) Describe the content of the source document:

(4) Does the source document include many technical, medical, engineering, or scientific terms? No Yes

Note: The State Court Administrator's "*Administrative Directive on Interpreter/Translator Compensation (2015)*" establishes a per word fee for most written translations and a process for negotiating a fee in other circumstances.

B. Audio or audio/video recording:

(1) The content of the recording includes:

People who are speaking only (*language*) _____.

People who are speaking English and (*language*) _____.

Other: *Explain* _____.

(2) Was an interpreter one of the participants in the recorded communication? No Yes

If Yes: Do you want the translator to evaluate the accuracy of the interpretation?

No Yes

(3) What should the written translation include?

a. A typed transcript of the non-English language communications in English only.

b. A typed transcript of what the people said in their non-English language and the English translation of what they said in their own language.

c. Other: *Explain*

(4) The recording to be translated is _____ minutes in length.

Note: Written translations of electronically recorded communications: If the court believes the written translation should be approved, the court will contact the state court administrator's office, which will locate a qualified translator and negotiate a fee. The court will fill in the cost information in its Order on this Application.

4. **Required:** Explain why an oral or sign interpretation of the document or recording is not sufficient to provide due process:

5. Other Information:

6. **Applicant's Request and Certification:** The Applicant requests that the court:

A. Approve a written translation of the court-related material identified in item 3.

B. Appoint a translator to produce the written translation.

Applicant certifies that the information provided in this Application is correct.

Continued on next page

7. Oath and Signature

I, _____, have read this Application, and I certify under
Print your name
penalty of perjury and pursuant to the laws of the State of Iowa that the information I
have provided in this Application is true and correct.

_____, 20_____
*Signed on: Month Day Year Your signature**

Mailing address City State ZIP code

(_____) _____
Phone number Email address Additional email address, if available

* Whether filing electronically or in paper, you must *handwrite* your signature on this form. If you are filing electronically, scan the form after signing it and then file electronically.