

Guidelines for District Court Interpreters

Applications to become an interpreter for Denton County District Court should be submitted to:

Larry Harbour
Senior District Court Administrator
Denton County Courts Building
1450 E. McKinney
Denton, Texas 76209

Your application should include the following:

- 1) Resume;
- 2) A letter listing your rates and contact information; and
- 3) A copy of your interpreter license issued by the State of Texas

You may contact Larry Harbour at (940) 349-2303 or by e-mail at larry.harbour@dentoncounty.com if you have any questions regarding the application process.

District Court Fee Processing Guidelines and Requirements

Hourly Rate: \$75 with a minimum of 90 minutes (\$112.50)

Block Rate: \$150 for two hours
 \$300 for four hours

Canceled Jury Trial Rate: \$300 (1/2-day rate for jury trial canceled on day it is set to start)

** Each Court has the discretion to appoint an interpreter.

** Invoices *must* include the cause number and note the respondent or defendant for whom the interpreter translated. If the invoice covers a block of time each cause number and client needs to be listed.

** If an interpreter provides services for a block of two or four hours, they are eligible to bill by the hour, *not* the number of cases/clients they have translated for.

Example: An interpreter translates for 6 clients during a four hour block in one court they are eligible to invoice for \$300; *not* 6 separate charges with a 90 minute minimum for each.