

Guidelines for County Courts Interpreters

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

Gale Rubio
County Court Administrator
Denton County Courts Building
1450 E. McKinney, Suite 1333
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 Gale Rubio at (940) 349-2108 or by e-mail at gale.rubio@dentoncounty.gov if you have any questions regarding the application process.

County 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.

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