



Supreme Court of Illinois
ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS

Guidelines on Reimbursement for Court Interpreters

Effective July 1, 2026

The Administrative Office of the Illinois Courts (AOIC) offers Illinois circuits the opportunity to seek reimbursement for services provided by certified, registered, and qualified court interpreters listed on the AOIC Court Interpreter Registry or other state registries. The purpose of the reimbursement voucher is to assist courts in utilizing certified, qualified, or registered interpreters, individuals who have demonstrated language proficiency through testing in all court proceedings that require an interpreter.

This guidance outlines the AOIC's reimbursement policies and serves as a resource for circuits when using independent freelance interpreters for court and court-annexed proceedings. The AOIC only provides reimbursement for independent freelance court interpreters who are certified, qualified, or registered. Reimbursement is **not** available for full-time or part-time employees or for interpreters who do not hold certification status. In cases where a court has exhausted all options to secure the services of a certified, qualified, or registered interpreter, the AOIC has established a separate rate for non-certified and non-registered interpreters, and it is listed below. Please note that this is only guidance as the AOIC does not provide reimbursement for these categories.

An independent freelance interpreter is a professional engaged by a circuit to provide language interpretation services on a contract or as-needed basis, without being employed by any one circuit. The *Court Interpreter Reimbursement* voucher form and instructions can be found [here](#) and [here](#).

A. Interpreter Qualifications and Verification:

Circuits are responsible for verifying that interpreters are certified, registered, or qualified by checking the AOIC Court Interpreter Registry or another recognized state registry before services are provided. The AOIC will not reimburse for the cost of interpreter services if the interpreter is not listed on the AOIC Registry or another state registry.

B. Reimbursement Rates for Freelance Interpreters:

Interpreter Category	In-State Interpreter Reimbursement Rate (in-person and remote)	Out-of-State Interpreter Reimbursement Rate (in-person only)	Conditions
Spanish Certified Interpreters	Up to \$100/hour	Up to \$125/hour	This total must be all-inclusive of travel time and mileage.
Certified or Qualified Interpreters for Languages Other than Spanish (LOTS)	Up to \$120/hour	Up to \$150/hour	This total must be all-inclusive of travel time and mileage.
American Sign Language (ASL) Interpreters	Up to \$150/hour	Up to \$190/hour	This total must be all-inclusive of travel time and mileage.
Registered Court Interpreters	Up to \$39/hour	No increase	Travel time and mileage are not reimbursable. Circuits may choose to cover these costs, but they will not be eligible for AOIC reimbursement.

***Disclaimers:** Out-of-state interpreters should only be utilized after efforts to find an in-state interpreter have been exhausted. The out-of-state rate applies to in-person services only, and Video Remote Interpreting (VRI) services will be compensated at the same rate as in-state interpreters even if the interpreter is out-of-state.

Each individual circuit has its own budget and available resources for language access. While reimbursement caps are in place, these caps simply reflect the maximum amount that the AOIC will reimburse, they do not guarantee that a circuit can or will pay up to that cap amount.

SUGGESTED RATES NOT COVERED BY THE AOIC

Interpreter Category	Suggested Rates
Lesser Diffusion Languages with no Certification Available	Up to \$200/hour
Noncertified Interpreters	Average hourly rate for Spanish is \$69 and \$80 for LOTS.

***Disclaimer:** The suggested rates for languages without a certification process, or for interpreters who are not listed on the AOIC’s registry or another state’s interpreter registry, are provided solely as guidance to assist circuits in determining a reasonable fee for interpreter services in these circumstances.

C. Required Documentation for Reimbursement:

Required documentation includes:

- Detailed service log with dates, times, and duration of interpreting services.
- Completed *Court Interpreter Reimbursement* voucher form.

D. Payment Exceptions or Special Circumstances:

The AOIC will cover a rush service fee for interpreters if the services are requested on the same day up to the all-inclusive reimbursement rate.

- Overtime fees incurred for interpreters working beyond scheduled hours will be covered up to the all-inclusive reimbursement rate when the extension is caused by delays beyond the control of the client (e.g., prolonged court hearings or procedural delays).
- Overtime charges may be reimbursed up to the all-inclusive reimbursement rate, especially for assignments that significantly exceed the original time frame.

E. Submission and Processing Deadlines:

It is recommended to submit reimbursement vouchers as soon as possible to ensure funds are still available, as funding is limited. If funds remain available, all vouchers must be submitted by the fiscal year deadline, which is no later than August 1st.

Reimbursements will be submitted to the Illinois Comptroller's Office within 30 days of receiving the *Reimbursement* voucher by the AOIC contingent upon the completion of all required documentation.

F. Minimum Payment Requirements:

If an interpreter has a minimum payment requirement and interprets less hours than that requirement, the AOIC will reimburse the interpreter's minimum up to two hours. Only one two hour minimum may be charged within the same courthouse on the same day. This is regardless of the number of cases or proceedings handled within that time period.

G. Travel Time and Mileage:

Interpreters can be reimbursed for travel time and mileage, but it must be included in the reimbursement hourly rate cap. Travel time and mileage may not be billed separately for reimbursement.

H. Out-of-State Travel:

If all reasonable efforts to secure an in-state interpreter have been exhausted, circuits may refer to the 'Travel Reimbursement Guidelines for the Judicial Branch and Other Personnel' for guidance on appropriate necessary business-related travel expenses. However, the out-of-state hourly rate cap still applies.

I. Cancellations:

The AOIC **will not** cover cancellation fees for interpreter services. Our office will **only** reimburse services that have been rendered including minimum payment amounts up to two hours. Circuits may choose to continue covering these cancellation fees without seeking reimbursement.

J. Reserving Time:

Reimbursement is **not** available for reserving an interpreter's time. In these cases, on-demand interpreting services should be used.

K. Video Remote Interpretation (VRI) Services:

VRI services will be reimbursed at the same rate as in-person services even if the interpreter is out of state. The AOIC will cover costs for the interpreter's time spent interpreting but not for any technical setup or equipment fees.

L. Regular Review and Updates to the Guidelines:

The AOIC will review and update the reimbursement guidelines as needed to ensure compliance with current state regulations and industry standards.

M. Contact Information for Questions:

This list is not exhaustive and is intended to serve as a helpful guide. For questions about Payment Exceptions, Special Circumstances, or the reimbursement process, please contact Noor Alawawda at 217-208-3327 or nalawawda@illinoiscourts.gov. Completed vouchers can be directly emailed to Noor or physically mailed to the AOIC, 222 N. LaSalle St., 13th Fl., Chicago, IL 60601.