



Colorado Commission for the Deaf and Hard of Hearing  
Legal Auxiliary Services  
2018 FEE SCHEDULE  
LEGAL

Auxiliary Service Providers-Status I & II

I. **PURPOSE**

In order to achieve fairness for the payment of auxiliary services across the state, a statewide **Fee Schedule** has been implemented for the Colorado Commission for the Deaf and Hard of Hearing-Legal Auxiliary Services (CCDHH-LAS). The following goals of the Fee Schedule are:

- A. Uniform statewide guidelines regarding auxiliary services in the provision of equal access to justice and high quality of auxiliary services throughout the state court system and probation.
- B. Compensation set in order for CCDHH-LAS to provide required qualified auxiliary services within the constraints of legislative appropriations
- C. Fee Schedule conforms to the spirit and intent of enabling legislation ([C.R.S. 13-90-201 to 210](#)) and Rule ([12 CCR 2516-1](#)).

II. **APPLICABILITY**

The CCDHH Legal Auxiliary Services Fee Schedule applies to all State of Colorado District and County trial courts (with the exception of Denver City and County Court and all municipal courts) and probation in the processing of auxiliary service provider invoices. All independently contracted auxiliary service providers and agencies are considered “in good standing” if they have been approved by CCDHH-LAS through the completion of annual required independent contractor paperwork and successful background check (every three years). CCDHH-LAS will only pay for the services of authorized auxiliary service providers who have been confirmed for assignments via the Gridcheck Scheduling System by the CCDHH Staff. Payment for auxiliary services required by other agencies outside of the courthouse, such as the District Attorney’s Office, the Office of the Public Defender or the Department of Corrections, are the responsibility of those entities.

III. **COMPENSATION-Legal Credential Authorization (LCA) required**

In accepting court assignments, auxiliary service providers agree to abide by all applicable rules of decorum, to report on time, and to remain for the duration of the scheduled assignment, unless released by the Managing Interpreter designee or other Administrative Authority, to dress in appropriate professional attire, and to abide by their professions’ code of ethics as well as the Colorado Code of Professional Responsibility for Interpreters in the State Court System. Full or partial payment may be forfeited if the service provider is found to be in violation of any of the above.



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**Individual Base Rates**

- \$80/hour: Status I-Certified CART Provider
- \$65/hour: Status I-SC:L (Specialist Certificate: Legal), CDI (Certified Deaf Interpreter)
- \$58/hour: Status II-RID Certified plus legal training and supervised experience

**Assignments**

All assignments will be paid a two-hour minimum. Auxiliary Service Providers are expected to be available for the FULL 2-hour time period unless pre-arranged with CCDHH. If the assignment is less than two (2) hours and the auxiliary service provider is asked by the court to go with the consumer for another court service (i.e.: payment of fees, probation, victim services, etc), the auxiliary service provider will go with the consumer and provide service if it still falls within the 2-hour time frame. *The \$30 Last Minute Fee does not apply.* Additional time over and above the 2-hour time frame will be paid in 15-minute increments. Service Providers will not be paid for time they are unavailable within the 2 hour assignment.

Jury Duty & Other All-day Assignments: All -day assignments will be off-set by the office to equal 8 hours. Lunch breaks are not paid unless there are extenuating circumstances. Contact CCDHH-LAS immediately for any additional time worked over and above 8 hours in one day. If the assignment is cancelled last minute, or the consumer is dismissed, service providers may be assigned elsewhere within the same time period if appropriate. *The \$30 Last Minute Fee does not apply.* Any service provided after eight (8) hours is paid at the Auxiliary Service Provider’s individual base rate plus the overtime differential. ***Assignments for jurors that are selected for trials that are assigned to either Denver City or County Courts will be paid by the Denver Office of Sign Language Services upon completion.***

*\*Any assignment that goes beyond the scheduled end time will be rounded to the nearest 15 minutes.*



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**Base rate: 7am to 7pm**

**Rate Adjustments for Special Circumstances**

\*Overtime differential: more than 8 hours in a single day

- Extra time x Individual base rate x 1.5

\*Weekday evening differential: after **7:00 pm to 6:59 am**

- Individual base rate + \$15 per hour

\*Weekend differential: after **7:00 pm on Friday to 6:59 am Monday**

- Individual base rate + \$15 per hour

\*Holiday differential: assignments on official state holidays

- Individual base rate + \$30 per hour

**INDIVIDUAL BASE RATE FOR COURT SETTINGS-LCA REQUIRED**

Status	Base Rate	OT rate	Wknd/Eve rate	Holiday rate
Status I	\$ 65.00	\$97.50	\$ 80.00	\$ 95.00
Status II	\$ 58.00	\$ 87.00	\$73.00	\$88.00
CART	\$80.00	\$120.00	\$95.00	\$110.00

**Parking**

Parking is paid, with no receipt, up to \$25. Parking charges over \$25 require a receipt.

**Other**

- “Last Minute Fee” -For assignments accepted and confirmed with less than one business-day notice, an additional \$30.00 one-time flat fee will apply. If the assignment is cancelled within the cancellation period, the \$30.00 fee still applies and can be invoiced.
- Invoices must be submitted to CCDHH within thirty (30) days of services rendered.
- Invoices must be submitted for payment within the fiscal year in which the assignment was completed. CCDHH-LAS fiscal year runs from **July 1, through June 30**. Delay in submitting invoices may result in forfeiture of payments.
- CCDHH-LAS staff will confirm the accuracy of information reported and release back any invoices that need to be adjusted for re-submittal.
- An assignment that goes past the scheduled end-time will be paid in **15-minute increments**, rounded to the nearest 15 minutes, upon notification of CCDHH-LAS. Auxiliary service providers will add the additional amount as a ‘Line Item’ on the invoice.
- If an auxiliary service provider wishes to request removal from an assignment (without pay) that has been confirmed in Gridcheck, CCDHH-LAS must be



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notified immediately. Auxiliary service providers who repeatedly return assignments will lose preference in consideration for future assignments.

- **Auxiliary service providers are responsible for checking their Gridcheck calendars regularly to avoid any scheduling confusion or errors.**

**Cancellation**

- If an assignment is cancelled with less than two (2) full business-days notice (EX 1 below), the auxiliary service provider will be paid for the entire cancelled assignment time period and be available for possible re-assignment. Re-assignments, in other locations, may be negotiated with CCDHH-LAS based on preparation, parties involved, new location, etc. Re-assignments that fall within the same time frame are not eligible for the \$30 Last Minute Fee.
- If the assignment is cancelled with two (2) full business-days notice or more (EX 2 below), CCDHH-LAS is under no obligation to pay any fee to the assigned auxiliary service provider.
- If an assignment booked for two or more days is cancelled with less than 2-business-days notice (EX 1 below), the auxiliary service provider will be paid for the first two (2) days of the assignment (up to 16 hours) and not for any subsequent days and is released from holding the subsequent days.

**EX 1 A 3-day trial starting on Monday is cancelled on the Thursday before. The auxiliary service provider is paid for 16 hours for Monday and Tuesday and remains available for possible re-assignment for Monday and Tuesday only.**

**EX 2 A 3-day trial starting on Monday is cancelled on the Wednesday before. The auxiliary service provider is not paid for the assignment and is not required to remain available for possible re-assignment.**

- Court CLOSURES due to inclement weather, etc. are considered the same as a cancellation and will be paid as such. Auxiliary service providers are responsible for checking the Judicial website <http://www.courts.state.co.us/> for closures. Mileage will not be paid for travel to a closed location that has been announced on the website.
- If an auxiliary service provider brought in from out of state is confirmed for an assignment and it is cancelled with less than 2-business-days notice, the auxiliary service provider will be paid for the assignment up to forty (40) hours.



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**Early Dismissal**

- If an assignment finishes more than 1 hour before scheduled end time, and the auxiliary service provider is released by the Managing Interpreter, designee or other Administrative Authority (re: judge or clerk), ***the auxiliary service provider will notify CCDHH-LAS immediately and be available for the entire time period for possible re-assignment in the same location.*** Re-assignments in other locations may be negotiated with CCDHH-LAS based on preparation, parties involved, new location, etc. Re-assignments within the same time frame are not eligible for the \$30 Last Minute Fee.
- If the consumer is a “no-show”, the auxiliary service provider will wait to be released by the Managing Interpreter, designee or other Administrative Authority (re: judge or clerk). The auxiliary service provider will notify CCDHH-LAS immediately and be available for the entire time period for possible re-assignment. Re-assignments in other locations may be negotiated with CCDHH-LAS based on preparation, parties involved, new location, etc. Re-assignments within the same time frame are not eligible for the \$30 Last Minute Fee.

**Travel**

All mileage and travel time calculations must use direct routes provided by GOOGLE MAPS (using Gridcheck link under ‘Travel Charges’ tab) from the auxiliary service provider’s residence to the assignment location. Time will be paid in 15-minute increments rounded to the nearest 15 minutes. *If the direct route requires a toll, the 2<sup>nd</sup> best route must be used unless approved by CCDHH-LAS in advance.* Additional time for inclement weather, traffic, etc. will not be paid. Any exceptions must be approved on a case-by-case basis by CCDHH-LAS. **The state mandated mileage rate will be changed in Gridcheck and shared with auxiliary service providers as soon as possible after it has been announced.**

- A. Auxiliary service providers will be paid the state mandated **MILEAGE** rate for each assignment 50 miles or less one-way (<=100 miles round trip).
- B. If the miles traveled are more than 50 miles one-way (>100 miles round trip), the auxiliary service provider will be paid the state mandated **MILEAGE rate** plus the amount of **TRAVEL TIME at half of base rate.** Calculation MUST be shown as a ‘Line Item’ on the invoice.



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- C. When an out of town assignment exceeds one-day duration, the auxiliary service provider shall be reimbursed per diem\* at Department of Human Services' rates. Lodging will be provided and paid for by the CCDHH-LAS. Other considerations can be negotiated and must be pre-approved.

**\*Per diem rates vary by location. Contact CCDHH for per diem rates before submitting invoice. The additional \$5.00 for "Incidentals" is only paid when an assignment requires an over-night stay.**

**Auxiliary Service Provider "No Show"**

- An auxiliary service provider who is a no-show and does not have a valid excuse that equates to a personal or family emergency will be given a verbal warning by CCDHH-LAS and a notation of the incident will be made and kept on file.
- An auxiliary service provider, who is a no-show for a second time within two (2) years and without a valid excuse, will be given a written reprimand and placed at or near the bottom of the referral list for three (3) months. The written reprimand will be kept on file for a period of five (5) years.
- An auxiliary service provider, who is a no-show for a third time within two (2) years, will receive a written reprimand by the Commission and will have their Legal Credential Authorization suspended for six (6) months.