



Legal Aid – Custody Issues Scheme
Translator / Interpreter Attendance Form

Form CI 4

Name of translation / interpretation firm providing the service: _____

Name of individual translator / interpreter: _____

Address of translation / interpretation firm: _____

Client Name: _____ Court Record Number: _____

	Date of Attendance	Service Provided - Translation / Interpretation (No. of Words)	Location where interpretation service was provided	Interpretation start time	Interpretation end time	Amount Claimed (Ex-VAT) €
1.						
2.						
3.						

Travel Claim (Mileage / public transport will only be considered for payment when the company's base address is outside a radius of 15km from the location where the interpretation service is required.)

	Date of Attendance	Travel from	Travel to	No. of Kms claimed (return)
1.				
2.				
3.				

I certify the accuracy of the services / attendances outlined above:

Translator / Interpreter Signature: _____

For completion by the Solicitor / Firm which engaged the Translation / Interpretation Service Provider

(A) Please state the client name(s) of other legally aided cases where the interpreter above provided services on any of the above-mentioned dates under any Criminal Legal Aid Schemes:

(B) Please specify the type of proceedings the service now being claimed pertains to (ie, EAW/EXT/ HC/ JR / HC Bail etc.):

(C) Please provide the Court Record Number for any other proceedings under any of the Criminal Legal Aid Schemes which relate to these proceedings / this client: _____

(D) Solicitor declaration:

I certify that the above-detailed services were necessary, that the attendances outlined are accurate and only relate to the client and case reference number specified above, and that they have not been claimed elsewhere. In addition, I certify that the service was provided in a professional and competent manner:

Name of solicitor firm (Block Capitals): _____

Solicitor signature: _____ Date: _____

Under the Legal Aid – Custody Issues Scheme, completed CI 4 Forms should accompany original invoices. The claim in respect of translation & interpretation services should be submitted by the solicitor (where appropriate, as part of the overall claim for fees) to the Legal Aid Board, Criminal Legal Aid Section, 48/49 North Brunswick St., George's Lane, Smithfield, Dublin 7. DX1085 Four Courts upon completion of the case. Full information on the submission of claims is available from the Legal Aid – Custody Issues Scheme Guidance Document available at www.legalaidboard.ie, or by request from the Legal Aid Board – 01 6469644.