



Court Interpreter Invoice for Services

United States District Court for
Northern District of New York

Interpreter Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Email: _____ Phone: _____

Language: _____ Cert: _____ PQ: _____ LS: _____
Court Location: _____
Interpreter appearance by video: _____
Date(s) of Service: _____

DATE	START TIME	END TIME	PROCEEDING TYPE	CASE NO.	DEFENDANT	JUDGE	CRD Signature	COMMENTS / NOTES

(A) Fees:

\$ _____ x _____ (# of full days) = \$ _____
\$ _____ x _____ (# of half days) = \$ _____
\$ _____ x _____ (# of overtime hours) = \$ _____
Total Fees: \$ _____

Interpreters commuting for **in person proceedings** must complete the information below:

Time of Departure: _____ Arrival at Court: _____
Time of Departure: _____ Arrival at residence: _____

(B) Expenses (Receipts required for expenses \$25.00 or more):

Mileage: _____ miles x \$ _____ per mile = \$ _____
Tolls: \$ _____ Parking: \$ _____
Total Expenses: \$ _____

For Court Use Only:

Certified	\$566 (full)	\$320 (half)	\$80 (hourly overtime)
Prof. Qualified	\$495 (full)	\$280 (half)	\$70 (hourly overtime)
Lang. Skilled	\$350 (full)	\$190 (half)	\$44 (hourly overtime)

The amount request above exceeds the fee schedule. A signed copy of the AO-290 form is attached to this voucher.

(C) Total Overnight Expenses (see attached): \$ _____

(D) GRAND TOTAL CLAIMED \$ _____

I hereby certify that I rendered the services described herein, that said services were rendered in accordance with the Contract Court Interpreter Services Terms and Conditions.

No other federal court unit (U.S. District Court, U.S. Probation, Federal Public Defender, Community Defender Organization), or other attorneys or entities obtaining interpreting services under the CJA or the Defender Services appropriation has been or will be billed for the same period of service, cancellation or travel expenses.

I also performed interpreting services for U.S. Probation, FPD, or a CJA Attorney on this date.

Other Court Unit: _____

Signature of Interpreter: _____

Date: _____

UNITED DISTRICT COURT - OF NEW YORK NORTHERN DISTRICT

COURT INTERPRETER INVOICE FOR SERVICES

The Court Interpreter Invoice for Services is the Contract Court Interpreter's **certified** statement/claim for services rendered and allowable expenses. **There are five (5) sections that an interpreter must complete when submitting an invoice for review and payment, as follows:**

1. Date of service, start and end times, type of proceeding, case #, defendant's name and Judge - **all cases must have a complete case number.** If you have more than one day, or multiple cases in one day, please one line per defendant/case. If multiple cases in one day, both CRDs must sign under the approved section.
2. (A) Interpreter Fees - check your classification level and enter the correct fee claimed (half day or full day) from your current contract. Any claim for overtime (if your workday exceeds eight (8) hours, not including meal periods) must be documented in this section.
3. (B) Authorized Travel Expenses – enter your round-trip mileage (x 0.76 per mile - **this is the current GSA mileage rate which is subject to change. Please always check the rate before submitting at [http:// www.gsa.gov/milcagratc](http://www.gsa.gov/milcagratc)**) and list other authorized expenses (parking, tolls, etc.). The total of all claimed mileage and other authorized expenses should be totaled for each line used, then added together to be listed in the space for "Total Expenses".

NOTE: If you are claiming mileage reimbursement - you **MUST** complete the boxes for Departure/Arrival times (from your residence to court and court to residence) as required by Section 7.1 Payment for Services - General Invoice Requirements in the *Terms and Conditions* document).

4. If your travel involved public transportation, hotel claims, airfare, etc. the "Interpreter Authorized Overnight Expense Report" should be completed. The grand total from that form should be entered under Section (C). All subtotaled figures from sections A, B and C shall be totaled and entered under Section (D) Grand Total Claimed.
5. The last section is the **Certification**. By signing and dating the *Court Interpreter Invoice for Services*, the Interpreter is stating that: " I hereby certify that I personally rendered the services described herein for payment requested, that said services were rendered in accordance with the Contract for Court Interpreter Services, and that no other federal court unit, federal public defender, community defender organization, or other attorneys or entities obtaining interpreting services under the Criminal Justice Act or the related statutes, or the Defender Services appropriation, or any other federal agency or entity has been or will be billed for the same period of service, cancellation or travel expenses for any services rendered during the same half or full-day, other period of service, or time covered by a cancellation fee or travel expense reimbursement for which I am being compensated pursuant to the contract."

****Invoices must be submitted within thirty (30) days of the date that service was rendered.****