

# Snohomish County Courts Interpreter Service Invoice Instruction Sheet

1. **Interpreter Name/Agency Name** – Please indicate your name as the interpreter providing the service on this line. If you work for a specific interpreter agency list the agency name on this line, as well. Whenever an Agency Name is listed on this line payment will be sent to the agency.
2. **Address, phone and fax number** – Please list a billing address, phone and fax number.
3. **Date of Service** – **Required** for payment of invoice.
4. **Location** – Indicate the Division of the District/Superior Court or office (Office of Public Defense, jail, SOD, CAS, EVD, EGD) you provided interpreting service.
5. **Requesting Party** – Please indicate which office scheduled your appearance (e.g. Court SDC, Court Public Defender PDA)
6. **Case No.** – Please indicate the case number for which you provided the interpreter service. Please indicate “multiple” if you provided interpreter services for several cases.
7. **Job #** – **Indicate Interpreter Web Application job number (Required).**
8. **Hearing Type** – Indicate the type of hearing you provided service for (e.g., contested, mitigation, pre-trial, jury trial, motion, etc.)
9. **Time** – Enter beginning and ending time.
10. **Total** – To be completed by court staff using began and end times as the reference. Clerks will round up to the next ½ hour.
11. **Clerk’s Signature** – Clerk’s signature is **required** here for payment of invoice.
12. **Travel:** – Interpreters will be paid mileage from the address of origin<sup>1</sup> to the appointment/job location. Mileage will be paid at the prevailing state rate. Travel is only paid from point of origin to appointment/job except when the interpreter’s next address of destination is a Snohomish County District Court or Superior Court location. In those instances, mileage will be paid between appointments/jobs. Roundtrip<sup>2</sup> travel will not be paid.
  - a. A MapQuest is required with all invoices where travel is claimed. Failure to provide this will result in payment for services only.
  - b. If the interpreter’s subsequent job is within walking distance, travel will not be paid.

---

<sup>1</sup> Address of origin means the interpreter’s home, office or immediately previous appointment location within Snohomish County.

<sup>2</sup> Roundtrip means from the interpreter’s home/office to the appointed appointment/job, followed by the interpreter’s return to their home/office.