

# INTERPRETER INVOICE

## SNOHOMISH COUNTY COURTS

<b>District Court:</b> <input type="checkbox"/> Everett <input type="checkbox"/> Evergreen <input type="checkbox"/> South <input type="checkbox"/> Cascade	<b>Superior Court:</b> <input type="checkbox"/> Courthouse <input type="checkbox"/> Denney <input type="checkbox"/> Other
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Interpreter Name/Agency Name: \_\_\_\_\_ Language: \_\_\_\_\_ Date of Service: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Washington Court Certified  Yes  No      Washington Court Registered  Yes  No      In-Court Qualified  Yes  No  
 Session  AM  PM

**This invoice must be signed by a court clerk/official and submitted to the court on the day of service. All information must be supplied no later than forty-five (45) days following the service or this invoice will not be paid.**

Location (Division/ Court)	Requesting Party	Job #	Case Number	Hearing Type	Time		Total	Clerk's Signature
					Began	Ended		

**Claimant Certification:** *I hereby certify that under penalty of perjury that this is a true and correct claim for interpreter services provided by me on behalf of the Court and no payment have been received by me on account thereof.*

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Travel Documentation: See back for form**

**Purposes of this Form include facilitating the court's eligibility under the Washington State Administrative Office of the Courts (AOC) Interpreter Services Funding Program by:**

1. Compiling data required by the AOC for interpreter services reimbursement.
2. Establishing pay rates that are in conformance with the AOC Payment Structure.

**The standard certified rate the court intends to pay from May 1, 2015 forward is \$50/hour with a two hour minimum. All other details regarding payment are covered in our "Interpreter Policy and Procedures" document.**

**(<http://www.snohomishcountywa.gov/575/Interpreter-Services> or <http://www.snohomishcountywa.gov/1436/Interpreter-Services>)**

STAFF USE ONLY:	County job #:	AOC #:	Amount to pay: hours + mileage=total	Approved by:

**Travel Payment Defined:** 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.

- i. A MapQuest is required with all invoices where travel is claimed. Failure to provide this will result in payment for services only.
- ii. If the interpreter's subsequent job is within walking distance, travel will not be paid.

**TRAVEL REIMBURSEMENT:**

Original Address: \_\_\_\_\_

Court Destination: \_\_\_\_\_

Secondary Court Destination: \_\_\_\_\_

TRAVEL	
MILEAGE	TOTAL BILLED

MapQuest Mileage Readout attached  Yes  No

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<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.