



COURT INTERPRETER INVOICING MANUAL AND GUIDELINES

FY2010

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Rev: 5/2010

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The fiscal year in the Maryland Judiciary runs from July 1 to June 30. For example, Fiscal Year 2009 begins July 1, 2008 and ends June 30, 2009.

A. PAYMENT RATES

In Maryland, there are three tiers of court interpreters: Court Certified, Eligible for Certification and Eligible.

1. Court Certified: The rate for services of an interpreter listed in the Administrative Office of the Courts (AOC) Court Interpreter Registry as court certified is \$55 per hour. Those spoken languages where certification is possible include: Arabic, BCS (Bosnian/Croatian/Serbian), Cantonese, French, Haitian Creole, Korean, Mandarin, Portuguese, Russian, Spanish, Turkish, and Vietnamese. ASL (American Sign Language) interpreters certified by RID (Registry of Interpreters for the Deaf) are also eligible for the \$55 per hour rate.
2. Eligible for Certification: This rate is for interpreters in languages that have a certification test available, but the interpreter has not passed the test. The rate for services of an interpreter listed in the AOC's Court Interpreter Registry as eligible for certification, or for those people who are NOT certified, but interpret in Arabic, BCS (Bosnian/Croatian/Serbian), Cantonese, French, Haitian Creole, Korean, Mandarin, Portuguese, Russian, Spanish, Turkish, and Vietnamese is \$40 per hour.
3. Eligible: The rate for services of an interpreter in languages "not available for certification by the AOC" is \$45 per hour. This includes all languages not listed in item 1 above.
 - a) Interpreters are guaranteed a 2-hour minimum payment in the morning and a 2-hour minimum payment in the afternoon. For example, if an assignment lasts from 10:30 a.m. to 12:00 p.m. and continues from 1:00 p.m. to 1:30 p.m. on the same day, the

interpreter is entitled to the 2-hour minimum payment for the morning portion of the hearing and the 2-hour minimum payment for the afternoon.

- b) Interpreter payments are “rounded” up to the next quarter hour, after the 2-hour minimum has been met.
- c) Interpreters are not paid for lunch recesses. If an interpreter works from 8:00 a.m. – 12:00 p.m. and 2:00 p.m. – 4:00 p.m., he/she will be entitled to 6 hours compensation.
- d) These rates should be followed strictly. No special arrangements should be made with interpreters for higher rates. Any such arrangements are rescinded effective July 10, 2007. Any special rate must be authorized by the AOC.

B. PAYMENT FOR TRAVEL

- 1. Payment for travel time is authorized for those interpreters who have to travel more than 30 miles, one way, from their residence to the courthouse. Travel time will be compensated at 50 percent of the normal pay rate. In addition, mileage is paid at the state rate (currently 50 cents/mile) from portal to portal. Mileage and travel time will be checked periodically using Mapquest. Mileage and travel time charged should correspond exactly with what is shown by Mapquest to be the estimated distance and time. This policy must be strictly enforced.

- a) **Mapquest** has been chosen as the sole website to calculate mileage and travel to insure a consistent standard for court interpreter invoices throughout the Maryland Judiciary. Final round trip mileage must be exact, including decimals. Travel time is to be derived from Mapquest as well. Interpreters are not compensated for sitting in traffic. No other computer program/websites will be accepted.

Ex: 29.4 miles x 2 = 58.8 miles
23.1 miles x 2 = 46.2 miles

- b) Interpreters may not artificially “round up” to 30 miles in order to qualify for the travel time rate. If Mapquest states mileage as 59.7

miles round trip, the interpreter will NOT qualify for travel time and will invoice at 59.7 miles. If Mapquest states the mileage as 60.1 miles round trip, the interpreter will qualify for the travel rate (1/2 their qualifying payment rate) as well as 60.1 miles (currently compensated at 50 cents per mile).

c) **IMPORTANT: Interpreters must attach Mapquest directions printouts to their invoices in order to receive mileage and travel time compensation.**

d) Payment for travel is based on mileage, regardless of time traveled.

Ex: If an interpreter travels 29 miles one way, and according to Mapquest, the trip takes 35 minutes, the interpreter DOES NOT qualify for travel time reimbursement.

If an interpreter travels 30 miles one way, and according to Mapquest, travel will take 35 minutes, the interpreter DOES qualify for travel time reimbursement.

d) Round trip travel time is rounded up to the nearest quarter hour in quarter hour increments **after** multiplying the one way travel time stated by Mapquest times two.

Ex: 35 minutes x 2 = 70 minutes (1 ¼ hours)

Incorrect: 35 minutes (rounded to 45 minutes) x 2 = 1 ½ hours

C. PAYMENT FOR INDIVIDUAL INTERPRETERS

1. Interpreters in the State of Maryland are considered to be “vendors”. These vendors who provide court interpreter services are also commonly known as “freelancers”. In other words, these vendors are paid a set rate per hour, plus some qualifying expenses but no additional benefits. The vendor is then responsible for his or her own taxes, health insurance and retirement. This relationship is considered to be “at will” and no employer/employee relationship is established.

2. The Budget and Finance Department in the Administrative Office of the Courts is responsible for processing interpreter invoices once they are approved by a court official in the courthouse where the services were rendered. Currently, invoices with the District Court are processed through the Budget and Finance Department in the Administrative Office of the Courts in Annapolis, Maryland. Invoices for all but four of the Circuit Courts are paid through the Budget and Finance Department. The Montgomery County, Prince George's County, Baltimore County and Baltimore City Circuit Courts all pay interpreters directly and render a report and invoice to the Administrative Office of the Courts on a quarterly basis for reimbursement.

a) In summary, a freelance interpreter, referred to hereinafter as "the Vendor", can receive payment for services from one of five sources; the Office of the Comptroller of Maryland, Montgomery County Circuit Court, Prince George's County Circuit Court, Baltimore County Circuit Court or Baltimore City Circuit Court.

D. PAYMENT FOR AGENCIES

1. In order to expedite payment all agencies providing court interpreter services to the Maryland Judiciary must invoice using Form CC-DCA 87 (Rev. 4/2006). No other invoice will be accepted by the Maryland Judiciary and failure to submit the appropriate form will delay payment. The invoice submitted must contain the agency name, address and correct Tax Identification Number (TIN) in order to receive payment.

2. The interpreter name **MUST BE INCLUDED** in all agency invoices. If more than one interpreter is provided, the additional interpreter names must be included under the "Justification for Policy Exceptions" section of the form or as an interpreter invoice attachment. Incomplete invoices will be rejected. Illegible invoices will delay payment. The AOC periodically audits interpreter invoices to ensure compliance with the payment policy.

Agencies must NOT submit their internal invoices, as this will delay processing of the invoice. Agencies must submit invoices within 45 days of providing services.

E. INVOICE FORMAT

1. For invoicing purposes, all vendors **must** utilize form CC-DCA 87 (Rev. 4/2006). Exceptions to this policy are outlined in section I, Page 15. In addition, if interpreters, agencies or court personnel need additional space to list case names, numbers or “Justification for Policy Exceptions”, an interpreter invoice attachment form has been created. Both forms are currently available in electronic format at: www.mdcourts.gov/interpreter/index.html or in hard copy at the end of this manual. Interpreters can also contact the Court Interpreter Program Administrator or the court interpreter coordinator hiring them for an assignment for an electronic or hard copy of the invoice. The use of other formats will delay payment.
2. Once an interpreter invoice is submitted for approval to the court official where services were rendered, it is reviewed, approved and submitted for payment within three days to the Administrative Office of the Courts. The Budget and Finance Department in the Administrative Office of the Courts then reviews the invoice, issues a code for the invoice and sends it to the Office of the Comptroller for payment. After invoices have been processed by the Administrative Office of the Courts and sent to the Comptroller of Maryland, the Budget and Finance Department has no further contact or control over the invoice. The State Comptroller is then responsible for approving final payment and issuing payment to the Vendor.
3. Invoices relating to services rendered to the Public Defender, law enforcement or the State's Attorney Office are not paid by the

Administrative Office of the Courts. These are independent state agencies with separate budgets and their own finance departments.

- a) Any certified, eligible for certification or eligible court interpreter, or agency that has provided interpreter services to the Maryland Judiciary should submit an invoice. All invoices must be submitted to the AOC within 3 business days of receipt by the interpreter coordinator. Interpreters must submit invoices within 30 days of providing services.

4. All case information, including name, case number and the type of proceeding must be fully completed to the extent possible. Invoices submitted without this information will be rejected by the interpreter coordinator.

5. The billing party must specify the location or jurisdiction where services were rendered, marking either Circuit or District Court and the county where work was performed. District Court invoices should also include the location of the courthouse.

Ex.: CIRCUIT COURT DISTRICT COURT OF MARYLAND FOR Baltimore City/Wabash
 CIRCUIT COURT DISTRICT COURT OF MARYLAND FOR Harford County

6. In the event an agency is used, the interpreter's name, language and the interpreter's verifiable home or starting address must be included in the invoice. Travel time and mileage cannot be paid without the interpreter's verifiable address. Documentation may be required.

F. CANCELLATION AND LATENESS POLICIES

1. The current cancellation policy became effective July 1, 2006. It provides payment of 2, 4 or 8 hour increments when an interpreting assignment is cancelled with **less** than 48 hours notice. The amount of payment will be

based on the amount of time originally scheduled. Weekends and official holidays are not included.

2. If an interpreter bills for a “cancelled block of time,” but then works for any other Maryland court during that period, the interpreter must reduce the cancellation billing by the amount of time worked.
3. If a scheduled interpreter assignment is cancelled **more** than 48 business hours in advance, the interpreter receives no payment for the scheduled assignment.
4. If a scheduled interpreter assignment is cancelled **less** than 48 business hours in advance of the scheduled reporting time, the following payments will apply:
 - a) If the scheduled time was **less than four hours**, the interpreter may bill for two hours.
 - b) If the scheduled time was **four hours or more**, the interpreter may bill for four hours.
 - c) Each day of a multi-day assignment is considered a separate assignment for purposes of cancellation. The maximum cancellation payment that an interpreter may receive for a multi-day assignment is two four-hour blocks, for a total of 8 hours for two or more cancelled or shortened days.
 - d) A shortened day is a day where the interpreter was scheduled to appear all day, but was required to remain in the courthouse less than the 2 or 4-hour minimum.
 - e) A 5-day trial that pleads the morning of the second day would give an interpreter a 4-hour minimum for that third day and a 4-hour minimum for the fourth day. No minimum will be paid for the fifth day.

- f) A 2-week trial is postponed the morning before the scheduled date. The interpreter would be paid 4 hours for the first day and 4 hours for the second day for a total of 8 hours pay. The maximum cancellation fee for any multi-day event is 8 hours total.
 - g) For cancellation purposes in the event of a full-day trial, an interpreter may invoice from 8:30 a.m.–12:30 p.m. (4-hours minimum). If the matter is subsequently cancelled within 48 hours of the scheduled event, the interpreter may be asked to come to the contracting courthouse during that 4-hour period to cover previously unscheduled matters. The interpreter may still invoice the 4-hour cancellation charge, even if the event being covered is less than 4 hours. If asked to return for a previously unscheduled matter in the afternoon, the interpreter is entitled to the additional 2-hour minimum charge for that afternoon work. The same shall be applicable if the interpreter is asked to work in a different courthouse or jurisdiction in the afternoon.
5. Cancellations due to inclement weather conditions, acts of nature, acts of God, riots, or other reasons **beyond the control of the courts** are not reimbursable. It is the interpreter's responsibility to watch for announcements on court closings due to emergencies or inclement weather and check the courts' websites for updates.
6. **Interpreters must inform their court interpreter coordinators if they are going to be late for the assignment.** Should the interpreter arrive after the start time, payment will be adjusted to reflect a subtraction of the amount of time lost due to lateness. If the assignment was rescheduled due to the interpreter's lateness and the interpreter delivered no interpreting services, he or she receives no payment for the assignment.

G. QUALIFYING HOURS/MILEAGE

1. The Maryland Judiciary pays interpreters \$ 55.00, \$ 45.00 or \$ 40.00 per hour, depending on the qualifying rate of an interpreter. AN INTERPRETER SHOULD NEVER INVOICE FOR THE SAME HOUR OR MILEAGE TWICE. **Double invoicing is considered a serious violation and will result in suspension or permanent removal of an interpreter from the Registry.**
 - a) Interpreters should never double invoice, even between courthouses. If an interpreter has worked from 9:00 a.m. – 10:00 a.m. (2 hour minimum) in a courthouse (regardless of whether it is District or Circuit Court) and is then asked to work in another courthouse at 10:30 a.m., payment must be adjusted in the second courthouse. Mileage charged must also reflect the actual drive of the interpreter, in this case home to the first courthouse and then to the second courthouse. **It is the interpreter’s responsibility to inform the interpreter coordinator for the second courthouse that he/she is still “on the clock” so the payment can be adjusted in the second courthouse.**
 - b) If an interpreter is dismissed and allowed to leave the court premises after a short matter, he/she must be available and willing to return to the courthouse during the entire 2-hour minimum. An interpreter may invoice for mileage to return to the courthouse and applicable parking.
 - c) If an interpreter is working in a District Court courthouse and is asked to work in another District Court courthouse, a second invoice should not be submitted if work for the second courthouse

falls within the same 2 or 4-hour minimum. An interpreter may invoice for mileage to return to the courthouse and applicable parking. **It is the interpreter's responsibility to inform the interpreter coordinators if crossing districts.**

- d) If an interpreter is working for a county in the Circuit Courts, and is subsequently asked to provide services to the Circuit Courts in another county, **it is the interpreter's responsibility to inform the interpreter coordinator of the second county if he/she is "on the clock" during any portion of his/her services to the second county.**

- e) If an interpreter travels between courthouses during the 2 or 4 hour minimum charge, travel time may be invoiced at the full highest qualifying rate. For example, if an interpreter works 1 hour in the first courthouse and then drives 1 hour to a second courthouse (after being released from the first courthouse), an additional hour at ½ rate is not paid, since the interpreter is being paid at the full rate through the 2-hour minimum in the first courthouse. The interpreter may invoice for mileage when traveling between courthouses.

- f) The determining factor to qualify for compensation for travel is 30 miles, **not** travel time.

Ex: If Mapquest states that 29 miles will take 45 minutes, the interpreter does not qualify for travel time compensation.

If Mapquest states that 30 miles will take 45 minutes, the interpreter qualifies for travel time compensation.

H. PROCEDURE FOR COMPLETION OF THE INTERPRETER INVOICE

Please refer to the guide below and the sample invoice enclosed for help in filling out interpreter invoices. **All information must be printed or typed.**

1. Check the appropriate court and enter the city and county location.
 - a) Please make certain that you specify Circuit Court and the county, or District Court and the county/location of the courthouse.
2. Enter the Plaintiff/Defendant Name(s) and applicable case number(s).
 - a) Include all cases covered by the interpreter.
3. Check the appropriate type of proceeding or complete "Other".
 - a) Please do not omit. This section is used for budget planning and data collection.
4. Enter the invoice number.
 - a) If a jurisdiction does not supply this number, interpreters are encouraged to create an invoice numbering system. This will facilitate tracking of payments and avoid double invoicing. Court interpreters are responsible for their own invoicing practices.
5. Enter the invoice date.
 - a) Do not omit.
 - b) Interpreters are urged to invoice immediately after an assignment. Failure to do so will result in delays in payment. **INVOICES SUBMITTED FOR PAYMENT BY THE INTERPRETER MORE THAN 30 DAYS AFTER AN ASSIGNMENT DATE MUST RECEIVE APPROVAL FROM THE AOC.** Invoices must be submitted by the coordinators to the AOC within 3 business days of receipt.
6. Enter the Interpreter's name.

This section must be filled out, even if the interpreter is working for an agency.

7. Enter the agency name, if applicable.
8. Enter the interpreter or agency phone number.
9. Enter the interpreter or agency address.

If mileage and travel time is being claimed, the interpreter's true and verifiable address must be included. P.O. boxes will not be accepted for mileage purposes.
10. If an individual interpreter was used, enter their social security number. If a company, please enter their Federal ID #. (This is required by the Comptroller's office.)
11. Enter the language interpreted.

Enter the actual language. Ex.: Do not enter just "Indian", "African", "Asian" or "Chinese".
12. Enter the dialect, if applicable.
13. Enter the date of the interpreting assignment.
14. Enter the start time of work.

Enter the start time of the assignment.
15. Enter the end time of work.

Enter the ending time of the assignment, that is, the exact time the interpreter was released from his/her assignment. This is used in order to track interpreter invoices in other jurisdictions.

Ex.: Start: _____ 9:00 a.m. End: ___ 9:48 a.m. (2 hours minimum)
16. Enter the name of the Judge or Master.
17. Enter the Courtroom number and location.
18. Enter the hourly rate paid for the interpreting services.

Please refer to section A. No alternate payment arrangements should be made with individual interpreters. The AOC must authorize any alternate rates.
19. Enter the number of hours to be paid.

Round up to the nearest quarter hour.
20. Multiply field #18 (rate of compensation) by field #19 (per hour rate) and enter the total amount due for compensation.
21. Enter quantity of miles to be paid.

Enter the exact mileage if applicable. Only **Mapquest** should be used to calculate mileage, including decimals (22.7 miles = 22.7 miles, **not 28 miles**). The AOC may periodically spot check miles claimed. Interpreters are not reimbursed for detours or alternate driving routes.

22. Enter reimbursement rate per mile.

Please refer to the rate currently in effect, as this rate changes from time to time.

23. Multiply field #21 (miles) by field #22 (rate per mile) and enter the total amount due for mileage.

24. Enter amount due for parking expenses. (Attach receipts when possible.)

25. Enter amount due for travel time.

IMPORTANT: Interpreters must attach Mapquest directions printouts to their invoices in order to receive mileage and travel time compensation. Only **Mapquest** should be used to calculate travel time rounded up to the nearest quarter hour. The AOC may periodically spot check travel time claimed. Interpreters are not reimbursed for traffic congestion, detours or alternate driving routes.

26. If making a payment for cancellation, check appropriate time box (1/2 day, one day, multi-day)

Please do not omit. This section is used for budget planning and data collection.

27. Enter per hour cancellation rate.

28. Multiply field #26 (hours) by field #27 (rate) and enter the total amount due for cancellation.

29. Enter any additional charges to be reimbursed.

30. Add total amounts in fields 20, 23, 24, 25, 28, 29 and enter the grand total.

31. The Interpreter or agency contact must sign the invoice here.

By signing here, the interpreter attests that the charges claimed on the invoice are correct.

32. A Judiciary employee with approval authority must complete the Approved For Payment box.
33. Enter any justification for a policy exception, i.e. using a non-certified interpreter, use of agency instead of certified, exceeds allowed compensation rate, etc.

This section must be filled out when using an agency or eligible interpreter in those languages where certified interpreters exist.

I. PAYMENT FROM THE BALTIMORE CITY, BALTIMORE COUNTY, PRINCE GEORGE'S COUNTY AND MONTGOMERY COUNTY CIRCUIT COURTS

1. As previously discussed, the Baltimore City, Baltimore County, Prince George's County and Montgomery County Circuit Courts pay interpreters directly.
 - (a) The Baltimore County Circuit Court currently utilizes form CC-DCA 87 (Rev. 4/2006) for interpreter and agency invoicing.
 - (b) The Baltimore City Circuit Court utilizes form CC-DCA 87 (Rev. 4/2006) for agency invoicing, and form G-14.6 for interpreter invoicing. Interpreters should contact the court interpreter coordinator at the Office of the Court Administrator after an assignment to receive an invoice in either hard copy or electronic format.
 - (c) The Prince George's County Circuit Court currently utilizes form CC-DCA 87 (Rev. 4/2006) for interpreter and agency invoicing.
 - (d) The Montgomery County Circuit Court currently utilizes an internally generated invoice. Please contact the court interpreter coordinator at the office of the Clerk of Court after an assignment to receive an invoice.

J. ELECTRONIC FUNDS TRANSFER (EFT)

1. Vendors who provide services to the Maryland Judiciary, including freelance interpreters and agencies, can sign up to receive automated payment. This is fully voluntary and not required. However, although not guaranteed, this method of payment, often referred to as “direct deposit,” could expedite receipt of payment by as much as one week. All vendors are encouraged to sign up for EFT for their convenience. Included with this manual, you will find the forms which can be used to sign up for EFT. You will need to sign up for EFT with each of the four government agencies currently setup to make automated payments; the Office of the Comptroller, Montgomery County Circuit Court, Prince George’s County Circuit Court, and Baltimore City Circuit Court. The Baltimore County Circuit Court is currently **NOT** setup for automated payments. Baltimore City has two individual forms. The first form requests a Social Security Number and is to be used by freelance interpreters. The second form requests a TIN and is to be used by companies or agencies.
2. Each of the forms provided includes instructions on how to request automated payment, including the address to which the forms should be mailed. **DO NOT SUBMIT THESE FORMS TO THE ADMINISTRATIVE OFFICE OF THE COURTS OR TO THE INDIVIDUAL COURTHOUSES.** Any questions regarding these forms should be forwarded to the agency/jurisdiction on each individual form. The Administrative Office of the Courts is supplying these documents only for your convenience. We regret that we cannot offer any guidance or answer questions on how to fill them out.

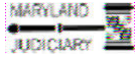
K. COMPNET

1. All vendors can access information regarding any payments received from the Office of the Comptroller at: <http://compnet.comp.state.md.us/>, regardless of whether they choose to sign up for automated payment or not.

2. In addition to being able to see payments once they have been issued, CompNet also allows vendors to access some tax related information, which is particularly useful for completing quarterly estimated tax returns and the final yearly tax return in April. Only payments issued by the Comptroller, are visible in this system. Montgomery County Circuit Court, Baltimore City Circuit Court, Baltimore County Circuit Court and Prince George's County Circuit Court payments are not visible through CompNet.

3. CompNet is a service provided by the General Accounting Division of the Comptroller of Maryland. **PLEASE DO NOT CALL THE ADMINISTRATIVE OFFICE OF THE COURTS REGARDING COMPNET.** Any questions regarding this website will likely be answered by the Frequently Asked Questions section of the GAD site or through whatever contact information they provide online. The Administrative Office of the Courts is supplying this information for your convenience.

APPENDIX A



CIRCUIT COURT DISTRICT COURT OF MARYLAND FOR (1)
City/County

All information must be complete and legible in order to be processed for payment.

Plaintiff/Defendant Name (2) Case Number (2)

Plaintiff/Defendant Name Case Number

Plaintiff/Defendant Name Case Number

Type of proceeding Criminal Civil Traffic Juvenile Other (3)

Invoice #: (4)

INTERPRETER INVOICE

Invoice Date: (5) Interpreter Name: (6)

Interpreter Agency (if applicable): (7) Telephone No. (8)

Address: (9) Social Security #: (10)
Street Address Required by the State Comptroller*

City/County (11) State Zip Code (12)

Language: (11) Dialect: (12)

Date of Assignment: (13) Actual Time Start: (14) End: (15)

Judge/Master: (16) Courtroom No./Location: (17)

Rate of Compensation: (18) X (19) per hour = \$ (20)

Mileage (if applicable): (21) X (22) per mile = \$ (23)

Parking (if applicable): = \$ (24)

Travel time (if applicable): = \$ (25)

Cancellation: (less than 48 hours notice) (26)
 1/2 day (2 hrs)..... 1 day (4 hrs)..... multi-day (8 hrs) X (27) per hour = \$ (28)

Additional Charges (if applicable): = \$ (29)

Total Reimbursement: = \$ (30)

*By authority of Section 205 of the Social Security Act, 42 U.S.C. § 405 (c)(2)(C)(i).
 This information will be kept in a confidential envelope and not be available to the public.

..... (31)

Signature of Interpreter/Agent

INV. DATE	REC. DATE	INVOICE #		
PCA Code Proj.	Object	Amount	Vendor #	
DC 00004	0891			
CC 00006	06 0891			

APPROVED FOR PAYMENT

..... (32)

Print Name (32)

Authorized Signature (32) Date

Title (33)

Justification for Policy Exceptions: (33)

Please submit invoice to AOC within 3 business days of receipt.



CIRCUIT COURT DISTRICT COURT OF MARYLAND FOR

City/County

INTERPRETER INVOICE ATTACHMENT

Invoice #: (continued) _____

Invoice Date: _____ Interpreter/Agency Name: _____

All information must be complete and legible in order to be processed for payment.

Type of proceeding Criminal Civil Traffic Juvenile Other _____

Plaintiff/Defendant Name _____ Case Number _____

Plaintiff/Defendant Name _____ Case Number _____

Plaintiff/Defendant Name _____ Case Number _____

Plaintiff/Defendant Name _____ Case Number _____

Plaintiff/Defendant Name _____ Case Number _____

Plaintiff/Defendant Name _____ Case Number _____

Plaintiff/Defendant Name _____ Case Number _____

Plaintiff/Defendant Name _____ Case Number _____

Plaintiff/Defendant Name _____ Case Number _____

Plaintiff/Defendant Name _____ Case Number _____

Additional Justification for Policy Exceptions: _____

Please submit along with signed invoice.

APPENDIX B

Interpreter Invoice Checklist (invoices must be rejected if any of the following information is missing or illegible):

- Is the jurisdiction or county marked on the invoice? Did you mark Circuit or District (include county and courthouse for District Court. Ex: Queen Anne's – Centerville)?
- Is all the case information available included on the invoice?
- Has an invoice number been assigned or included by the interpreter or courthouse?
- Is the invoice being submitted for payment within 30 days of the assignment date (contact AOC for approval for invoices submitted after 30 days)?
- Is the interpreter name and the name of the agency (if applicable) included?
- Is a verifiable address included for the interpreter (no P.O. Boxes will be acceptable for travel purposes).
- Is the assignment date included?
- Is the original assignment/start time included and the exact release/end time accurate (the time the interpreter was released to leave the premises)?
- Are all original receipts included when possible?
- Are all mathematical calculations correct?
- Has the interpreter signed the invoice?
- Is the invoice printed or typed and **fully** legible?