

# UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA



**USDC CAND | ADMINISTRATION DEPARTMENT**  
PROPERTY & PROCUREMENT UNIT COMMITTED TO EXCELLENCE

## Contract Court Interpreter

**Guide to Interpreter Invoices, Interpreter Extraordinary Expense Reports, and  
Personal Information for Contract Interpreters Forms**

For further information, contact:

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## INTRODUCTION

This guide is intended to give Contract Court Interpreters information and guidance on completing the following California Northern District Court documents that are required for payment for interpreter services, mileage, travel, and certain extraordinary expenses (e.g. in some instances air fare, hotel, and meals & incidental expenses when approved in advance):

- ✓ Personal Information for Contract Interpreters
- ✓ Interpreter Invoice
- ✓ Interpreter Extraordinary Expense Report

The authority for requirements applicable to payment for Contract Court Interpreter services and other authorized expenses is found in Administrative Office of the United States Courts travel regulations (Volume I, Chapter VI, *The Guide to Judicial Policies and Procedures*) which are published pursuant to 28 U.S.C. §604 (a) (7) and 5 U.S.C. §5707 (a) (1), *Contract Court Interpreter Services Terms and Conditions*, and the *Rate and Information Sheet: Contract Court Interpreter Services Terms and Conditions*.

*The Guide's* Section A – Authority, Applicability, and General Provisions states in pertinent part as follows:

**2. *Applicability.* These regulations apply to:**

*c. Contractors, including contract court...interpreters, to the extent the terms and conditions of the contract provide for travel payments in accordance with these regulations...*

In the same section as referenced above, under “Definitions and Abbreviations”, the following definition is applicable to Contract Court Interpreters:

**3. *Definitions and Abbreviations.***

*o. “Official Station”*

*(2) Experts, Consultants, Contractors, and Volunteers.*

*For the purposes of determining the allowances payable under these regulations, the official station of contractors...employed on an intermittent basis, who travel at the request of the judiciary shall be their regular place of business, or, if they have no place of business, their residence...*

## ***PERSONAL INFORMATION FOR CONTRACT INTERPRETERS Form***

The purpose of the *Personal Information for Contract Interpreters* form is to ensure that the court has the correct information for processing and mailing treasury checks to contracted interpreters for services rendered and expenses claimed. This form is used to compile necessary information at the time a contract interpreter is initially hired and when information such as mailing address, contact phone numbers or other necessary information changes during the term of the court's relationship with a contract interpreter. If the form is used to change or update personal information, the box labeled, "Check here if this is a change to information already on file with the Clerk's Office" should be checked.

The form must be completed in full – all requested information is required; the form will be returned as "incomplete" unless all information is given or otherwise accounted for (e.g. "n/a" for information that does not apply). Payment cannot be made without a Social Security # or FEIN #.

The information contained in this form is **CONFIDENTIAL** and is used solely for the purposes of effecting and remitting payments, and to have an emergency contact on file.

### **INTERPRETER INVOICE**

The *Interpreter Invoice* 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. Service Date, Language, and Identification of Interpreter section
2. Judge and Case # information – all cases must be listed by court case # (attach a separate sheet if more space is required)
3. Interpreter Fee section – check only one of the three "hired for" boxes and enter the correct fee claimed for the hours hired for (from the current Rate and Information Sheet) under "Fee". Any claim for Overtime or other amount over and above the standard rate must be documented in this section
4. Mileage and other travel-related expenses section – if claiming mileage (in excess of 30 miles, one-way from home to court), complete this section including round-trip mileage x \$.51 per mile (**this rate subject to change without notice – check rate before submitting**), and list other authorized expenses such as parking, tolls, etc. – the total of all claimed mileage and other authorized expenses should be subtotaled for each line used, then added together to be listed in the space for "Total Travel Expenses Claimed". All subtotaled figures from the Fee and Travel sections (including the Extraordinary Expenses attachment, if any) are added together and entered in the box labeled, "**Grand Total (Fee + Expenses + Extraordinary Expenses)**"

**NOTE:** If claiming mileage reimbursement – whether or not you are also making a claim for travel time as well – you must complete the boxes for Departure/Arrival times (from home to court and from court to home) as required by the travel regulations cited on page 2 of this guide (See Section 7.0 *Contract Administration Data* in the *Terms and Conditions* document)

5. The last section is the **Certification** section where by signing and dating the Interpreter Invoice a contract court interpreter states: "*I certify under penalty of perjury that the foregoing (e.g. all information entered in the previous 4 sections) is true and correct and that I have not billed, nor will I bill any other federal court unit, FPD, or CJA attorney for the same period of service as represented by this Invoice.*"

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

## ***INTERPRETER EXTRAORDINARY EXPENSE REPORT Form***

The *Interpreter Extraordinary Expense Report* is used for travel-related expenses of an extraordinary nature – that is, expenses incurred for air fare, lodging, and meals & incidental expenses when such have been authorized in advance (must submit an “estimated travel budget”). Since a claim for such expense reimbursement is “extraordinary” most contract court interpreters will rarely, if ever, have a need to submit this form. There are three (3) sections that an interpreter must complete when submitting an extraordinary expense report for review and payment, as follows:

1. Service Date, Language, and Identification of Interpreter section
2. Air Fare / Lodging / Meals & Incidental Expenses section – page two is for DAILY itemization of the extraordinary expenses claimed/totalled on this form

The four (4) subsections in this section are:

- a. Section for entering travel dates, air fare, booking and other fees (e.g. baggage fee) and a subtotal for the subsection
- b. Section for entering lodging expenses (hotel, motel, etc.) for the period of travel and a subtotal for the subsection
- c. Section for entering Meals & Incidental Expenses for the period of travel and a subtotal for the subsection
- d. Section for entering the TOTAL Claimed (from subsections a., b., and c.) – transfer this amount to the Interpreter Invoice for services rendered on the corresponding date.

**NOTE: Receipts are required for all expenses claimed on this expense report – expenses claimed that do not have receipts to substantiate the claim will not be paid (see page 2 of report)**

3. The last section is the **Certification** section where by signing and dating the Extraordinary Expense Report a contract court interpreter states: *“I certify under penalty of perjury that the foregoing (e.g. all information entered in the previous sections/subsections) is true and correct and that I have not billed, nor will I bill any other federal court unit, FPD, or CJA attorney for the same period of service as represented by this Invoice.”* Original invoices, expense reports and receipts must be submitted within thirty (30) days of the date that service was rendered.

### **SAMPLE FORMS AND DOCUMENTS ATTACHED**

The following forms and documents are attached for your review and guidance:

*Personal Information for Contract Interpreters form (Example)*

*Interpreter Invoice form (Example)*

*Interpreter Extraordinary Expense Report form (Example)*

*Rate and Information Sheet: Contract Court Interpreter Services Terms and Conditions (Sample)*

*Contract Court Interpreter Services Terms and Conditions (Sample)*

**Please address any questions about any of the documents referenced above to:**

**Melinda Basker, Staff Interpreter, at: (415) 522-2655**

**United States District Court – Northern District of California**  
**PERSONAL INFORMATION FOR CONTRACT INTERPRETERS**

Please complete this form at initial hire and when information changes. Thank you.

Name (Please Print): John Doe

Home Address : 102 Elm Street  
(For mileage calculation)

City: San Francisco State: CA Zip Code: 94111

Mailing Address: (Same as above)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: (415) 555-1111 Cell Phone: (415) 555-1212

Other Phone: (415) 555-1313 (wife's cell phone – can leave a message)

Email Address: johnd@coldmail.com

Emergency Contact: Jane Doe, Wife Cell: (415) 555-1313 or home # (see above)

Social Security #: 123-33-0010 OR FEIN: \_\_\_\_\_

Check here if this is a change to information already on file with the Clerk's Office.

**Send form to:** Melinda Basker, Staff Interpreter  
U.S. District Court Clerk's Office  
450 Golden Gate Avenue, 16<sup>th</sup> Floor  
San Francisco, CA 94102

**Questions:** 415-522-2655

Signature: /s/ John Doe

Date: 11/15/2009

**For Official Use Only**

Interpreter Coordinator Signature	Date	Interpreter Coordinator Name (Please Print)

FAST Entry Signature	Date	FAST Entry Name (Please Print)

Last Revised Date: 8/31/2009  
Document Locator: O:\Forms\Procurement\Interpreter.Address.P&P001.pdf

# United States District Court – Northern District of California

## INTERPRETER INVOICE

Original to be submitted within 30 days of date of service

Service Date: 11/16/09	Language: French
Interpreter Name (please print): John Doe	

Judge	Case #	Judge	Case #	Judge	Case #
MHP	CR-09-1123				

### (A) Interpreter Fee

Hired for: AM Only 8:30-12:30	Hired for: PM Only 1:00-5:00	Hired for: Full Day 8:30-5:00	<b>Overtime / Special Arrangement</b> Enter start and end time worked over and above time hired for or by arrangement	Fee
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$ 388.00

### (B) This section for authorized mileage for TRAVEL EXCEEDING 30 miles one-way (home to court)

Departure Time & City (Home to Court) City _____	Arrival Time & City (Court) City _____	Miles Traveled (Round Trip)	\$.51 per mile (Confirm correct mileage rate)	Other Authorized Expenses (Parking, tolls, public transport)	Total Claimed
Time _____ .m.	Time _____ .m.		\$		\$ +
Departure Time & City (Court to Home) City _____	Arrival Time & City (Home) City _____			Parking; tolls; public transport: \$ _____ or From Daily Itemized Expenses Sheet	\$ +
Time _____ .m.	Time _____ .m.			\$	\$ +
<b>Total of extraordinary expenses - airfare, hotel, meals &amp; incidental expenses from separate (C) Summary Extraordinary Expenses form → +</b>					\$ 855.00 +
<b>Total Travel Expenses Claimed</b>					\$ 855.00

**Grand Total:** (A) Fee + (B) Expenses + (C) Extraordinary Expenses **\$ 1,243.00**

### Certification

I certify under penalty of perjury that the foregoing is true and correct, and that I have not billed, nor will I bill any other federal court unit, FPD, or CJA attorney for the same period of service as represented by this Invoice.

Date: 11/19/09	Interpreter's Signature: /s/ John Doe
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### For Official Use Only

I certify the above services were received and total claimed is proper for payment.

Date:	Interpreter Coordinator:
Date:	Certifying Officer:
PR:	Voucher: