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| REQUEST FOR PAYMENT OF INTERPRETER SERVICES IN INDIGENT MATTER |

Remit To: Administrative Office of the Courts, Fiscal Division, Nashville City Center, Suite 600, 511 Union Street, Nashville, TN 37219 Phone (615) 741-2687

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| INTERPRETER TAXPAYER ID (OR SS#): 874-39-5789 | LANGUAGE: Korean |

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| INTERPRETER NAME / ADDRESS / CITY / STATE / ZIP CODE / TELEPHONE NUMBER/ E-MAIL ADDRESS (PLEASE PRINT) Mary Jones, 342 Smith Street, Springfield, TN 37907 (555) 555-5555, Mary.Jones@hotmail.com ***THIS IS A SAMPLE INVOICE*** | CREDENTIALS:  CHECK ONE \_\_\_\_\_ CERTIFIED  \_\_\_\_\_ REGISTERED  \_\_X\_\_ NON-CREDENTIALED |

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| DEFENDANT NAME | CASE NO(s). | CHARGES | COUNTY | COURT |
| Sam Smith | CV-4357; CV-4358 | Robbery, Burglary, Agg. Assault | Davidson | Criminal Court Division I |

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| SERVICE DATE | ACTIVITY | HOURS (IN TENTHS) or WORDS x RATE = TOTAL | EXPENSES |
| *1/3/06* | *Transcribed surveillance tapes of conversation between defendant and undercover office* | *3.2 hrs. x $25/hr. = $80.00* |  |
| *1/5/06* | *Transcribed letter from defendant to attorney* | *120 words x .20 = $24.00* |  |
| *1/6/06* | *Drove from office in Robertson Cty to court in Davidson Cty and returned (30 mi. ea. way)* | *.80 hrs. x $25/hr. = $20.00* | $25.20 for mileage |
| *1/6/06* | *Interpreted for defendant during guilty plea hearing* | *.20 hrs. x $25/hr. = $5.00* |  |
| *1/6/06* | *Parking at court* |  | $3.00 |
| *1/9/06* | *Drove from office in Robertson Cty to Atty’s office in Rob. Cty and returned (10 mi. ea. way)* | *.30 hrs. x $25/hr. = $7.50* | $8.40 for mileage |
| *1/9/06* | *Interpreted for defendant during conversation with defense atty* | *1.20 hrs. x $25/hr. = $30.00* |  |
| *1/12/06* | *Drove from office in Robertson Cty to court in Davidson Cty and returned (30 mi. ea. way)* | *.80 hrs. x $25/hr. = $20.00* | $25.20 for mileage |
| *1/12/06* | *Waited for court to call the case* | *.40 hrs. x $25/hr. = $10.00* |  |
| *1/12/06* | *Interpreted for defendant and for victim, who testified as a witness at sentencing hearing* | *2.10 hrs. x $25/hr. = $52.50* |  |
| *1/12/06* | *Parking at court* |  | $3.00 |
| COLUMN TOTALS |  | HOURS: 9.0 hours WORDS: 120 words TOTAL: $249.00 | TOTAL EXP: $64.80 |

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| I certify that the foregoing represents an accurate, complete statement of time and expenses in connection with the above action or proceedings.  **TOTAL AMOUNT TO BE PAID FOR SINGLE DEFENDANT**  $313.80  In accordance with Tennessee Supreme Court Rule 13, Section 4, the court order approving the services must be attached. The interpreter must also attach any necessary receipts pursuant to Tennessee Supreme Court Rule 13.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Interpreter – DATE  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Printed Name of Judge  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Judge– DATE |

##### INDIVIDUAL DEFENDANT SAMPLE INVOICE EXPLANATION

**(THIS ONLY APPLIES TO WORK PERFORMED ON OR AFTER JULY 1, 2004)**

**PLEASE NOTE**: You must be *VERY* specific when you are describing your activities.

**DISCLAIMER**: The travel times, parking fees, and mileage listed in this sample were used to demonstrate the application of the relevant compensation requirements, and do not necessarily reflect actual driving times, distances, or parking fees.

###### ACTIVITY TABLE INSTRUCTIONS

###### COMPENSATION FOR JANUARY 3, 2006

It took 3.2 hours (three hours and 9-14 minutes) for the interpreter to provide an English written translation of a surveillance tape in which one or more speakers spoke a foreign language. The interpreter is non-credentialed, so she is compensated at a rate not to exceed $25.00 per hour. Assuming that the court order approved the maximum rate of $25.00 per hour in this case, the interpreter will receive $80.00 (3.2 hours x $25.00 per hour) for the work performed on January 3.

**COMPENSATION FOR JANUARY 5, 2006**

The interpreter is compensated at a rate of twenty cents ($0.20) per word for a document-to-document written translation, so the interpreter will receive $24.00 for the translation performed on January 5 ($0.20 per word x 120 words).

###### COMPENSATION FOR JANUARY 6, 2006

1. On line 3 of the table, notice that the invoice is very specific regarding the locations the interpreter traveled to and from as well as the distance between the two locations. Because the court is in a different county than the interpreter’s office, the interpreter is compensated for travel time as well as mileage. Travel time is compensated at the same rate as the in-court hourly rate, so the interpreter will receive a total of $20.00 for the .80 hour (45-50 minutes) round-trip. For the mileage, the interpreter receives forty-two cents ($0.42) per mile for the 60 mile round trip, for a total of $25.20. IF THE COURT AND THE INTERPRETER’S OFFICE WERE IN THE SAME COUNTY, THE INTERPRETER WOULD BE COMPENSATED FOR TRAVEL TIME BUT NOT FOR MILEAGE.
2. Line 4 reflects that the interpreter interpreted for the defendant during a guilty plea which lasted .20 hours (9-14 minutes). At a rate of $25.00 per hour, the interpreter will receive a total of $5.00 for that service.
3. Line 5 reflects that the interpreter is seeking reimbursement for parking. According to Tennessee Supreme Court Rule 13, parking is compensated “at actual costs up to ten dollars per day if supported by a receipt.”
4. Because the interpreter was performing interpreting services during an IN-COURT proceeding on January 6, Rule 13 provides for minimum compensation of two hours. The interpreter spent a total of one hour traveling and interpreting, and the interpreter will be compensated for two hours at a rate of $25.00 per hour. Therefore, the interpreter will receive $50.00 for travel and interpreting time. The interpreter will also receive $3.00 for parking and $25.20 mileage, for a total of $78.20. PLEASE NOTE THAT THE ADMINISTRATIVE OFFICE OF THE COURTS WILL MAKE THE TWO-HOUR MINIMUM CALCULATIONS. YOUR INVOICE MUST NOTE THE ACTUAL TIMES AND APPLICABLE RATES FOR YOUR SERVICES.

**COMPENSATION FOR JANUARY 9, 2006**

1. See line 6 of the table. Although the interpreter’s office and the defense attorney’s office are in the same county, the interpreter will be compensated for both travel time and mileage. AS NOTED ABOVE, THE INTERPRETER WOULD NOT BE COMPENSATED FOR MILEAGE IF THE INTERPRETER TRAVELED TO A COURT THAT WAS IN THE SAME COUNTY AS THE INTERPRETER’S OFFICE. The interpreter drove for .30 hours (15-20 minutes) round trip and will be compensated at a rate of $25.00 per hour, for a total of $7.50. The interpreter will be compensated for mileage at forty-two cents ($0.42) per mile, for a round-trip total of $8.40 (20 miles round trip x $0.42 = $8.40).
2. Line 7 reflects that the interpreter interpreted at the attorney’s office for 1.20 hours (one hour and 9-14 minutes). At a rate of $25.00 per hour, the interpreter will receive $30.00. BECAUSE THIS WAS NOT AN IN-COURT PROCEEDING, THE TWO-HOUR MINIMUM DISCUSSED IN RULE 13 DOES NOT APPLY.
3. The interpreter will be compensated for a total of $45.90 for January 9’s travel time, mileage, and services.

COMPENSATION FOR JANUARY 12, 2006

1. On line 8, the travel time and mileage are compensated in the previously-discussed manner.
2. On line 9, the interpreter is seeking compensation for time waiting in court. This time, when appropriately billed, is compensated at the same hourly rate ordered by the court for in-court services. In this case, the fee would be $10.00 (.40 hours x $25/hr.). PLEASE NOTE THAT YOU WILL NOT BE COMPENSATED FOR WAITING TIME IF Y0U SIT IN A COURTROOM WAITING FOR A COURT TO APPOINT YOU TO A CASE. LIKEWISE, IF THE CASE TO WHICH THE COURT HAS APPOINTED YOU IS SCHEDULED FOR 11:00 A.M., YOU MAY NOT ARRIVE AT 9:00 A.M. AND REQUEST COMPENSATION FOR YOUR WAITING TIME. YOU WILL ONLY BE COMPENSATED FOR WAITING TIME IF THE COURT ORDERS YOU TO BE IN COURT AT A PARTICULAR TIME AND THE CASE TO WHICH YOU HAVE BEEN APPOINTED IS NOT IMMEDIATELY TAKEN UP BY THE COURT.
3. On line 10, the interpreter is compensated at the regular hourly rate for in-court services. PLEASE NOTE THAT THE INTERPRETER INTERPRETED FOR THE VICTIM. IF AN INTERPRETER INTERPRETS FOR ANY PROSECUTION WITNESS, INCLUDING A VICTIM, WHO TESTIFIES DURING A COURT PROCEEDING, THE INTERPRETER MUST PUT THE DEFENDANT’S NAME, CASE NUMBER, ETC. ON THE INVOICE FOR AUDITING PURPOSES. THIS IS TRUE EVEN IF THE DEFENDANT SPEAKS ENGLISH AND DOES NOT REQUIRE THE SERVICES OF AN INTERPRETER. THE INTERPRETER SHOULD NOTE THAT THE SERVICES WERE PERFORMED FOR THE VICTIM (OR OTHER WITNESS) IN THE ACTIVITY SECTION, BUT THE DEFENDANT’S NAME AND CASE INFORMATION SHOULD ALWAYS BE ON THE INVOICE. THE AOC WILL ONLY COMPENSATE THE INTERPRETER FOR INTERPRETING FOR A PROSECUTION WITNESS WHILE THAT WITNESS IS ACTUALLY TESTIFYING AS OPPOSED TO WHEN THE WITNESS IS OBSERVING THE PROCEEDINGS, COMMUNICATING WITH A PROSECUTOR, ETC.
4. On line 11, parking is compensated in the previously-discussed manner.
5. On January 12, the interpreter spent a total of 3.3 hours traveling, waiting, and performing interpreting services. Therefore, the interpreter will be paid $82.50 (3.3 hours x $25/hr) for that activity. The interpreter will also be compensated for mileage ($25.20) and parking ($3.00) for a total of $110.70.

TOTAL COMPENSATION

1. On the last line of the third column of the table, the interpreter properly listed the total hours, total words, and total compensation for the travel, interpreting, and translating services. The interpreter also properly listed the total expenses (mileage, parking, etc.) on the last line of the fourth column.
2. In the box at the bottom right-hand corner of the invoice, the interpreter noted the total fee for all travel, services and expenses. The interpreter will receive a total of $338.80 ($80.00 for January 3; $24.00 for January 5; $78.20 for January 6; $45.90 for January 9; $110.70 for January 12). PLEASE NOTE THAT THIS TOTAL IS $25.00 HIGHER THAN THE TOTAL LISTED ON THE INVOICE. AS PREVIOUSLY NOTED, IT IS THE RESPONSIBILITY OF THE AOC, NOT THE INTERPRETER, TO CALCULATE THE TWO-HOUR MINIMUM FEES.

MISCELLANEOUS INSTRUCTIONS

**INFORMATION BOXES**

Above the activity table there are nine boxes requesting information about the interpreter, the defendant, and the case(s) at issue. The interpreter must provide all of the requested information. If the interpreter has questions about these boxes, she should contact the billing department at the Administrative Office of the Courts.

**SIGNATURE BOX**

The signature of the interpreter as well as the judge must appear on the invoice, and the signature lines must be dated.

**SUPPORTING DOCUMENTATION**

In addition to submitting the invoice, the interpreter must submit all applicable expense receipts as well as a copy of the court’s order appointing the interpreter to the defendant’s case(s) (you can find a sample order on the interpreter page of the AOC’s website). IF THE INVOICE IS NOT COMPLETED PROPERLY OR IF YOU DO NOT SUBMIT ADEQUATE SUPPORTING DOCUMENTATION, THE AOC WILL RETURN YOUR INVOICE TO YOU AND REQUEST ADDITIONAL INFORMATION. PLEASE CALL THE BILLING DEPARTMENT AT (615) 741-2687 IF YOU HAVE ANY BILLING QUESTIONS. YOU ARE NOT REQUIRED TO TYPE YOUR INVOICES, BUT PLEASE PRINT CLEARLY. FOR FURTHER GUIDANCE, PLEASE SEE THE INTERPRETER PAGE OF THE AOC’S WEBSITE. YOU CAN FIND DETAILED BILLING INSTRUCTIONS IN THE DOCUMENT ENTITLED “INTERPRETER BILLING INSTRUCTIONS.” You can find the interpreter page of the AOC’s website by going to [www.tncourts.gov](http://www.tncourts.gov), selecting “programs,” and then selecting “court interpreters.”