

INTERPRETER INVOICE

SNOHOMISH COUNTY COURTS

District Court: <input type="checkbox"/> Everett <input type="checkbox"/> Evergreen <input type="checkbox"/> South <input type="checkbox"/> Cascade	Superior Court: <input type="checkbox"/> Courthouse <input type="checkbox"/> Denney <input type="checkbox"/> Other
--	---

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	Interpreting For. (def, pltf, vict, witness, etc.)	Trial or Hearing Type	Job #	Case Number	Case Type (crim, civil, DV, AH, etc.)	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 January 1, 2022 forward is \$65/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 origin¹ 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. Roundtrip² 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: _____

¹ Address of origin means the interpreter's home, office or immediately previous appointment location within Snohomish County.

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