ADMINISTRATIVE CHECKLIST FOR CONTRACT INTERPRETERS

CONTRACTS

☐ **Did you turn in your contract?**

Please return all contracts issued to you by the Interpreter Coordinator promptly via email to the Interpreter Coordinator. Do not fax or e-mail your contract, as the office needs an original signature for their records. Be sure to return all the pages of the contract. **Failure to return a contract as specified above will delay the payment of your invoice**.

INVOICES

☐ **Did you turn in your invoice?**

Use of our invoice form is required. Please submit your invoice within 30 days of completion of an assignment. Please mail invoices to the Interpreter Coordinator. You may also e-mail your invoice to Court_Services@wied.uscourts.gov.

☐ **Did you sign your invoice?**

Please be sure to sign your invoice. We cannot process payment without your signature.

☐ **Did you attach receipts to your invoice?**

If you are seeking reimbursement for travel expenses, including public transportation, parking, or tolls that are more than $25 for any single expense, please attach itemized receipts to your invoice. The court cannot reimburse such charges without receipts.

BILLING

☐ **Does your bill comport with the agreed rate, as established in your contract?**

For purposes of billing, please note that "half-day" is defined as 0-4 hours, regardless of time of day, and that "full-day" is defined as 4-8 hours, regardless of time of day. Overtime is anything over 8 hours.

NOTE ON BACKGROUND CHECKS

Contract Court Interpreters are subject to fingerprinting and background checks. Background checks are renewed every two years.

Please direct any questions to Court_Services@wied.uscourts.gov, or call the Clerk's Office at 141-297-3372.