

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 mail 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 Christine_Bongel@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 those 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 background checks and must be fingerprinted by the court every two years.

All contracts and invoices should be mailed to:

Interpreter Coordinator
U. S. District Court for the Eastern District of Wisconsin
517 East Wisconsin Avenue, Room 362
Milwaukee, Wisconsin 53202.