

INVOICE FOR INTERPRETER FEES FOR STATE COURTS
Use one invoice per day for each court in each district, unless more are needed.

Invoice # 555901

Page 1 of 1 (submit together)

Hearing Date:	Interpreter Name:	Language:	Vendor Number:
CREDENTIAL: ☐ Certified	☒ Approved	☐ Registered	☐ Conditionally Approved (Attach Application)

From HB or previous location		To court location	☐ District Court ☐ Juvenile Court 25 to 49.9 = 2 hours 50 to 74.9 = 3 hours		One Way Travel = _____ Miles 75 or more = 4 hours	
Minimum Time Based on One Way Travel = _____ Hour(s)			0 to 24.9 = 1 hour			
Location	Judge/ Commissioner	Case Number	Judicial Assistant	Start Time	End Time	JA Initials
				: :	: :	
				: :	: :	
				: :	: :	
				: :	: :	
				: :	: :	
				Coordinator Elapsed Time Wait Time*		
				:	:	:
				:	:	:
				:	:	:
				:	:	:
				:	:	:
				Total		
				:	:	:

Finance Code: (Location/Language/Credentials) _____/_____/_____)

From HB or previous location To court location

Minimum Time Based on One Way Travel = _____ Hour(s) 0 to 24.9 = 1 hour ☐ District Court 25 to 49.9 = 2 hours ☐ Juvenile Court 50 to 74.9 = 3 hours ☐ Jail or Detention Center One Way Travel = _____ Miles
75 or more = 4 hours

Location	Judge /Commissioner		Judicial Assistant		Coordinator				
		Case Number			Start Time	End Time	JA Initials	Elapsed Time	Wait Time*
					:	:		:	:
					:	:		:	:
					:	:		:	:
					:	:		:	:
					:	:		:	:
					:	:		:	:
					Total			:	:

***NOTE:** Paid wait times do not include lunch breaks and are only up to one hour between assignments.

One Way Travel from Final Location of the Day to Home Base: _____

Finance Code: (Location/Language/Credentials) _____/_____/_____)			
I certify this invoice is true and correct and I am entitled to payments in accordance with CJA 3-306 and the Court Accounting Manual.			
Interpreter Signature _____		Coordinator Signature _____	
Additional Invoice Numbers:			
Professional Services (7018)- Time x Rate \$		Travel (6004) Total Miles – 25 x Rate \$	
Total This Day \$			
Original-Finance (white)		Copy- Local (canary)	
		Copy-Interpreter (pink)	
		Finance Initials	