



**COURT INTERPRETER  
INVOICING POLICY  
MANUAL AND GUIDELINES**

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## **Introduction**

The Administrative Office of the Courts created this manual as a reference guide to insure uniform and accurate invoicing of court interpreter services throughout the Judiciary for the State of Maryland. We encourage you to read the entire document and to use it for future reference in all matters concerning court interpreter invoicing.

This guide has been distributed as of July 10, 2007 to all court personnel who coordinate interpreter services in the Circuit Courts and the District Court, as well as all interpreters in the Court Interpreter Registry. It is readily available on the Maryland Judiciary's website at <http://mdcourts.gov/interpreter/index.html>. All interpreters and agencies must follow these guidelines when invoicing the Maryland Judiciary for interpreting services provided to the courts.

In light of recently announced budget cuts and in response to the ever growing need for court interpreters in the State of Maryland and our absolute commitment to helping insure equal access to our justice system, we all share in the responsibility to safeguard and manage our limited financial resources. If you have any questions or concerns, please contact us.

A handwritten signature in blue ink that reads "Javier A. Soler".

Javier A. Soler  
Court Interpreter Program Administrator

**A. PAYMENT RATES**

In Maryland, there are three tiers of court interpreters: Court Certified, Eligible for Certification and Eligible.

1. Court Certified: The rate for services of an interpreter listed in the AOC’s Court Interpreter Registry as court certified is \$55 per hour. Those spoken languages where certification is possible include: Arabic, Cantonese, Korean, Mandarin, Portuguese, Russian, Spanish and Vietnamese. ASL (American Sign Language) interpreters certified by RID (Registry of Interpreters for the Deaf) are also eligible for the \$55 per hour rate.

2. Eligible for Certification: The rate for services of an interpreter listed in the AOC’s Court Interpreter Registry as eligible for certification, or for those people who are NOT certified, but interpret in Arabic, Cantonese, Korean, Mandarin, Portuguese, Russian, Spanish or Vietnamese is \$40 per hour. This rate is for interpreters in languages which have a certification test available, but the interpreter has not passed the test.

3. Eligible: The rate for services of an interpreter in languages “not available for certification by the AOC” is \$45 per hour. This includes all languages not listed in item 1 above.

AOC comments:

⇒ Interpreter payments are “rounded” up to the next quarter hour, after the 2-hour minimum has been met.

⇒ Interpreters are not paid for lunch recesses. If an interpreter works from 8:00 a.m. – 12:00 p.m. and 2:00 p.m. – 4:00 p.m., he/she will be entitled to 6 hours compensation.

⇒ These rates should be followed strictly. No special arrangements should be made with interpreters for higher rates. Any such arrangements are rescinded effective July 10, 2007. Any special rate must be authorized by the AOC.

**B. PAYMENT FOR TRAVEL**

Payment for travel time is authorized for those interpreters who have to travel more than 30 miles, one way, from their residence to the courthouse. Travel time will be

compensated at 50 percent of the normal pay rate. In addition, mileage is paid at the state rate (currently 48.5 cents/mile) from portal to portal. Mileage and travel time will be checked periodically using Mapquest. Mileage and travel time charged should correspond exactly with what is shown by Mapquest to be the estimated distance and time. This policy must be strictly enforced.

AOC comments:

⇒ **Mapquest** has been chosen as the sole website to calculate mileage and travel to insure a consistent standard for court interpreter invoices throughout the Maryland Judiciary. Final round trip mileage must be exact, including decimals. Travel time is to be derived from Mapquest as well. Interpreters are not compensated for sitting in traffic. No other computer program/websites will be accepted.

Ex:      29.4 miles x 2 = 58.8 miles  
          23.1 miles x 2 = 46.2 miles

⇒ Interpreters may not artificially “round up” to 30 miles in order to qualify for the travel time rate. If Mapquest states mileage as 59.7 miles round trip, the interpreter will NOT qualify for travel time and will invoice at 59.7 miles. If Mapquest states the mileage as 60.1 miles round trip, the interpreter will qualify for the travel rate (1/2 their qualifying payment rate) as well as 60.1 miles (currently compensated at 48.5 per mile).

⇒ Payment for travel is based on mileage, regardless of time traveled.

Ex:      If an interpreter travels 29 miles one way, and according to Mapquest, the trip takes 35 minutes, the interpreter DOES NOT qualify for travel time reimbursement.

          If an interpreter travels 30 miles one way, and according to Mapquest, travel will take 35 minutes, the interpreter DOES qualify for travel time reimbursement.

⇒ Round trip travel time is rounded up to the nearest quarter hour in quarter hour increments **after** multiplying the one way travel time stated by Mapquest times two.

Ex:      35 minutes x 2 = 70 minutes (1 ¼ hours)

**Incorrect:** 35 minutes (rounded to 45 minutes) x 2 = 1 ½ hours

### C. **INVOICE FORM TO BE USED**

All court interpreter coordinators and interpreters are strongly encouraged to use the official PDF workable invoice **CC-DCA 87** (Rev. 4/2006) currently available for use by everyone. Any agencies contracted should be provided with the PDF workable invoice. Invoices other than **CC-DCA 87** (Rev. 4/2006) should be strongly discouraged. The official invoice is available to the general public at:

<http://mdcourts.gov/interpreter/index.html>



AOC comments:

⇒ Illegible invoices may delay payment. The AOC periodically audits interpreter invoices to insure compliance with the payment policy.

**D. WHO SHOULD INVOICE?**

Any certified, eligible for certification or eligible court interpreter, or agency, that has provided interpreter services to the Maryland Judiciary should submit an invoice. All invoices must be submitted to the AOC within 3 business days of receipt by the interpreter coordinator. Interpreters must submit invoices within 30 days of providing services. **INVOICES SUBMITTED FOR PAYMENT BY THE INTERPRETER MORE THAN 30 DAYS AFTER AN ASSIGNMENT DATE MUST RECEIVE APPROVAL FROM THE AOC.**

**E. INFORMATION REQUIRED**

1. Invoices should be completed in their totality, preferably using the **CC-DCA 87** (Rev. 4/2006) PDF workable form, or clearly printed and fully legible. Invoices with illegible information should be rejected by the interpreter coordinator.

2. All case information, including name, case number and the type of proceeding must be fully completed to the extent possible. Invoices submitted without this information should be rejected by the interpreter coordinator.

3. The billing party must specify the location or jurisdiction where services were rendered, marking either Circuit or District Court and the county where work was performed. District Court invoices should also include the location of the courthouse.

Ex.:  CIRCUIT COURT  DISTRICT COURT OF MARYLAND FOR Baltimore City/Wabash  
 CIRCUIT COURT  DISTRICT COURT OF MARYLAND FOR Harford County

4. In the event an agency is used, the interpreter’s name, language and the interpreter’s verifiable home or starting address must be included in the invoice. Travel time and mileage cannot be paid without the interpreter’s verifiable address. Documentation may be required.

**F. CANCELLATION POLICY**

A new cancellation policy became effective July 1, 2006. It provides payment of 2, 4 or 8 hour increments when an interpreting assignment is cancelled with **less** than 48 hours notice. The amount of payment will be based on the amount of time originally scheduled. Weekends and official holidays are not included.

1. If an interpreter bills for a “cancelled block of time,” but then works for any other Maryland court during that period, the interpreter must reduce the cancellation billing by the amount of time worked.

2. If a scheduled interpreter assignment is cancelled **more** than 48 business hours in advance, the interpreter receives no payment for the scheduled assignment.

3. If a scheduled interpreter assignment is cancelled **less** than 48 business hours in advance of the scheduled reporting time, the following payments will apply:

- ❖ If the scheduled time was **less than four hours**, the interpreter may bill for two hours.
- ❖ If the scheduled time was **four hours or more**, the interpreter may bill for four hours.
- ❖ Each day of a multi-day assignment is considered a separate assignment for purposes of cancellation. The maximum cancellation payment that an interpreter may receive for a multi-day assignment is two four-hour blocks, for a total of 8 hours for two or more cancelled or shortened days.

AOC comments:

⇒ A shortened day is a day where the interpreter was scheduled to appear all day, but was required to remain in the courthouse less than the 2 or 4-hour minimum.

⇒ A 5 day trial that pleads the morning of the second day would give an interpreter a 4 hour minimum for that third day and a 4 hour minimum for the fourth day. No minimum would be paid for the fifth day.

⇒ A 2 week trial is postponed the morning before the scheduled date. The interpreter would be paid 4 hours for the first day and 4 hours for the second day for a total of 8 hours pay. The maximum cancellation fee for any multi-day event is 8 hours total.

## G. QUALIFYING HOURS/MILEAGE

The Maryland Judiciary pays interpreters \$ 55.00, \$ 45.00 or \$ 40.00 per hour, depending on the qualifying rate of an interpreter. AN INTERPRETER SHOULD NEVER INVOICE FOR THE SAME HOUR OR MILEAGE TWICE. **Double invoicing is considered a serious violation and will result in suspension or permanent removal of an interpreter from the Registry.**

AOC comments:

⇒ Interpreters should never double invoice, even between courthouses. If an interpreter has worked from 9:00 a.m. – 10:00 a.m. (2 hour minimum) in a courthouse (regardless of whether it is District or Circuit Court) and is then asked to work in another courthouse at 10:30 a.m., payment must be adjusted in the second courthouse. Mileage charged must also reflect the actual drive of the interpreter, in this case home to the first courthouse and then to the second courthouse. (In other words, once the 2 or 4 hour minimum is met for the morning or afternoon, the interpreter will be compensated on an hourly basis without being entitled to a second 2 or 4 hour minimum for the morning or afternoon). **It is the interpreter's responsibility to inform the interpreter coordinator for the second courthouse that he/she has already been paid a 2 or 4 hour minimum for the morning or the afternoon.**

⇒ If an interpreter is dismissed and allowed to leave the court premises after a short matter, he/she must be available and willing to return to the courthouse during the entire 2-hour minimum. An interpreter may invoice for mileage to return to the courthouse and applicable parking.

⇒ If an interpreter is working in a District Court courthouse and is asked to work in another District Court courthouse, a second invoice should not be submitted if work for the second courthouse falls within the same block of hours. An interpreter may invoice for mileage to return to the courthouse and applicable parking. **It is the interpreter's responsibility to inform the interpreter coordinators if crossing districts.**

⇒ If an interpreter is working for a county in the Circuit Courts, and services are provided to the Circuit Courts in second county, **it is the interpreter's responsibility to inform the interpreter coordinator if he/she is "on the clock" during any portion of his/her services to the second county.**

⇒ If an interpreter travels between courthouses during the 2 or 4 hour minimum charge, travel time may be invoiced at the full highest qualifying rate. For example, if an interpreter works 1 hour in the first courthouse and then drives 1 hour to a second courthouse (after being released from the first

courthouse), an additional hour at ½ rate is not paid, since the interpreter is being paid at the full rate through the 2-hour minimum in the first courthouse.

⇒ The determining factor to qualify for compensation for travel is 30 miles, **not** travel time.

Ex: If Mapquest states that 29 miles will take 45 minutes, the interpreter does not qualify for travel time compensation.

If Mapquest states that 30 miles will take 45 minutes, the interpreter qualifies for travel time compensation.

## **H. PROCEDURE FOR COMPLETION OF THE INTERPRETER INVOICE**

Please refer to the guide below and the sample invoice enclosed for help in filling out interpreter invoices. **All information must be printed or typed.**

1. Check the appropriate court and enter the city and county location.

Please make certain that you specify Circuit Court and the county, or District Court and the county/location of the courthouse.

2. Enter the Plaintiff/Defendant Name(s) and applicable case number(s).

Include all cases covered by the interpreter.

3. Check the appropriate type of proceeding or complete “Other”.

Please do not omit. This section is used for budget planning and data collection.

4. Enter the invoice number.

If a jurisdiction does not supply this number, interpreters are encouraged to create an invoice numbering system. This will facilitate tracking of payments and avoid double invoicing. Court interpreters are responsible for their own invoicing practices.

5. Enter the invoice date.

Do not omit. Interpreters are urged to invoice immediately after an assignment. Failure to do so may result in delays in payment. **INVOICES SUBMITTED FOR PAYMENT BY THE INTERPRETER MORE THAN 30 DAYS AFTER AN ASSIGNMENT DATE MUST RECEIVE APPROVAL FROM THE AOC.** Invoices must be submitted by the coordinators to the AOC within 3 business days of receipt.

6. Enter the Interpreter’s name.

This section must be filled out, even if the interpreter is working for an agency.

7. Enter the agency name, if applicable.

8. Enter the interpreter or agency phone number.
9. Enter the interpreter or agency address.

If mileage and travel time is being claimed, the interpreter's true and verifiable address must be included. P.O. boxes will not be accepted for mileage purposes.
10. If an individual interpreter was used, enter their social security number. If a company, please enter their Federal ID #. (This is required by the Comptroller's office.)
11. Enter the language interpreted.

Enter the actual language. Ex.: Do not enter just "Indian", "African", "Asian" or "Chinese".
12. Enter the dialect, if applicable.
13. Enter the date of the interpreting assignment.
14. Enter the start time of work.

Enter the start time of the assignment.
15. Enter the end time of work.

Enter the ending time of the assignment, that is, the exact time the interpreter was released from his/her assignment. This is used in order to track interpreter invoices in other jurisdictions.

Ex.: Start: \_\_\_\_\_ 9:00 a.m. End: 9:48 a.m. (2 hours minimum)
16. Enter the name of the Judge or Master.
17. Enter the Courtroom number and location.
18. Enter the hourly rate paid for the interpreting services.

Please refer to section A. No alternate payment arrangements should be made with individual interpreters. The AOC must authorize any alternate rates.
19. Enter the number of hours to be paid.

Round up to the nearest quarter hour.
20. Multiply field #18 (rate of compensation) by field #19 (per hour rate) and enter the total amount due for compensation.
21. Enter quantity of miles to be paid.

Enter the exact mileage if applicable. Only **Mapquest** should be used to calculate mileage, including decimals (22.7 miles = 22.7 miles, **not 28 miles**). The AOC may periodically spot check miles claimed. Interpreters are not reimbursed for detours or alternate driving routes.

22. Enter reimbursement rate per mile.

Please refer to the rate currently in effect, as this rate changes from time to time.

23. Multiply field #21 (miles) by field #22 (rate per mile) and enter the total amount due for mileage.

24. Enter amount due for parking expenses. (Attach receipts when possible.)

25. Enter amount due for travel time.

Only **Mapquest** should be used to calculate travel time rounded up to the nearest quarter hour. The AOC may periodically spot check travel time claimed. Interpreters are not reimbursed for traffic congestion, detours or alternate driving routes.

26. If making a payment for cancellation, check appropriate time box (1/2 day, one day, multi-day)

Please do not omit. This section is used for budget planning and data collection.

27. Enter per hour cancellation rate.

28. Multiply field #26 (hours) by field #27 (rate) and enter the total amount due for cancellation.

29. Enter any additional charges to be reimbursed.

30. Add total amounts in fields 20, 23, 24, 25, 28, 29 and enter the grand total.

31. The Interpreter or agency contact must sign the invoice here.

By signing here, the interpreter attests that the charges claimed on the invoice are correct.

32. A Judiciary employee with approval authority must complete the Approved For Payment box.

33. Enter any justification for a policy exception, i.e. using a non-certified interpreter, use of agency instead of certified, exceeds allowed compensation rate, etc.

This section must be filled out when using an agency or eligible interpreter in those languages where certified interpreters exist.



# APPENDIX A

  CIRCUIT COURT  DISTRICT COURT OF MARYLAND FOR ..... (1)  
City/County

All information must be complete and legible in order to be processed for payment.

Plaintiff/Defendant Name ..... (2) Case Number ..... (2)

Plaintiff/Defendant Name ..... Case Number .....

Plaintiff/Defendant Name ..... Case Number .....

Type of proceeding  Criminal  Civil  Traffic  Juvenile  Other ..... (3)

Invoice #: ..... (4)

## INTERPRETER INVOICE

Invoice Date: ..... (5) Interpreter Name: ..... (6)

Interpreter Agency (if applicable): ..... (7) Telephone No. .... (8)

Address: ..... (9) Social Security #: ..... (10)  
Street Address Required by the State Comptroller\*

City/County ..... State ..... Zip Code .....

Language: ..... (11) Dialect: ..... (12)

Date of Assignment: ..... (13) Actual Time Start: ..... (14) End: ..... (15)

Judge/Master: ..... (16) Courtroom No./Location: ..... (17)

Rate of Compensation: ..... (18) X ..... (19) per hour = \$ ..... (20)

Mileage (if applicable): ..... (21) X ..... (22) per mile = \$ ..... (23)

Parking (if applicable): ..... = \$ ..... (24)

Travel time (if applicable): ..... = \$ ..... (25)

Cancellation: (less than 48 hours notice) (26)  
 1/2 day (2 hrs)..... 1 day (4 hrs)..... multi-day (8 hrs) ..... X ..... (27) per hour = \$ ..... (28)

Additional Charges (if applicable): ..... = \$ ..... (29)

Total Reimbursement: = \$ ..... (30)

\*By authority of Section 205 of the Social Security Act, 42 U.S.C. § 405 (c)(2)(C)(i).  
 This information will be kept in a confidential envelope and not be available to the public. (31)

**Signature of Interpreter/Agent**

	INV. DATE	REC. DATE	INVOICE #		<b>APPROVED FOR PAYMENT</b>  (32) Print Name  (32) Authorized Signature ..... Date  (32) Title  (33)
	PCA Code Proj.	Object	Amount	Vendor #	
DC	00004	0891			
CC	00006 06	0891			

Justification for Policy Exceptions: .....

Please submit invoice to AOC within 3 business days of receipt.

## APPENDIX B

### Interpreter Invoice Checklist (invoices must be rejected if any of the following information is missing or illegible):

- Is the jurisdiction or county marked on the invoice? Did you mark Circuit or District (include county and courthouse for District Court. Ex: Queen Anne's – Centerville)?
- Is all the case information available included on the invoice?
- Has an invoice number been assigned or included by the interpreter or courthouse?
- Is the invoice being submitted for payment within 30 days of the assignment date (contact AOC for approval for invoices submitted after 30 days)?
- Is the interpreter name and the name of the agency (if applicable) included?
- Is a verifiable address included for the interpreter (no P.O. Boxes will be acceptable for travel purposes).
- Is the assignment date included?
- Is the original assignment/start time included and the exact release/end time accurate (the time the interpreter was released to leave the premises)?
- Are all original receipts included when possible?
- Are all mathematical calculations correct?
- Has the interpreter signed the invoice?
- Is the invoice printed or typed and **fully** legible?