

INTERPRETER BILLING INSTRUCTIONS

The Administrative Office of the Courts (“AOC”) compensates foreign language interpreters who provide services in cases in which an individual is indigent and entitled to counsel. In this context, an indigent person is someone who cannot afford to hire an attorney. The judge will determine if a defendant/party is indigent.

To facilitate efficient and accurate compensation, the AOC requests that you carefully follow the instructions set out below when completing your request for payment form (“invoice”). These instructions do not apply if you provide services in a civil or criminal case in which the individual is not indigent and/or is not entitled to counsel. In those cases, you will be compensated by private counsel or by the local court clerks’ offices pursuant to Tennessee Rule of Criminal Procedure 28 or Tennessee Rule of Civil Procedure 54. Please see Tennessee Supreme Court Rule 13, Section 1(d) for a list of the types of proceedings in which the AOC will compensate you for interpreter services.

Before you can be paid, a judge must sign an order appointing you to provide interpreter services, and you must attach the order to the invoice you submit to the AOC after you perform the services. If the judge does not include the required information in the order, the AOC will return your invoice to you and will process it only after you submit an order which contains the necessary information. Likewise, if you do not properly complete the invoice, the AOC will return it to you. You can find a sample order, blank invoices, and sample invoices on the interpreter page of the AOC’s website. To find the interpreter page, go to www.tncourts.gov, put your cursor on “programs,” select “court interpreters”. Once on the page click on the link on the left hand side of the page titled “Resources for interpreters”.

In most circumstances, you will complete a separate “Request For Payment Of Interpreter Services In Indigent Matter” form for each defendant. If you interpret for multiple defendants in one court on a single date, you must complete the “Multiple Defendant Request For Payment Of Interpreter Services In Indigent Matter” form. Although many of the following instructions apply equally to both invoices, the remaining instructions are tailored to the individual-defendant invoice. If you need additional guidance regarding the proper manner in which to complete the multiple-defendant invoice, please see the sample multiple-defendant invoice on the interpreter page of the AOC’s website.

INVOICE COMPLETION INSTRUCTIONS

1. Insert your taxpayer identification number into the “Taxpayer ID” box. If you do not have a taxpayer i.d., list your social security number.
2. In the “Language” box, insert the language in which you interpreted/translated.
3. In the “Credentials” box, put an “X” next to your credential level. The credentials at issue are those granted by the Tennessee Court Interpreter Credentialing Program, which is administered by the Tennessee Administrative Office of the Courts. If you do not know the status of your credentials, contact Julie Taylor at the AOC at (615) 741-2687. If you have not been designated as a registered or certified interpreter by the AOC, you are considered a non-credentialed interpreter.
4. Clearly print your name, street address, city, state, zip code, telephone number, and e-mail address in the box which requests that information.
5. Clearly print the service date(s), defendant’s name, case number(s), charges, county in which the defendant was indicted, and court in which the proceedings are held (Fifth Circuit Court, for instance) in the appropriate boxes. If you do not know this information, request it from the court, the clerk, or an attorney.
6. Record your interpreting activities in the “ACTIVITY” column of the table. Specify whether you were interpreting in court, interpreting at the local jail, interpreting in defense counsel’s office, waiting in

court for a proceeding to begin, driving from your office to court, etc. YOU WILL NOT BE COMPENSATED FOR WAITING TIME IF YOU SIT IN A COURTROOM WAITING FOR A COURT TO APPOINT YOU TO A CASE. LIKEWISE, IF THE CASE TO WHICH THE COURT HAS APPOINTED YOU IS SCHEDULED FOR 11:00 A.M., YOU MAY NOT ARRIVE AT 9:00 A.M. AND REQUEST COMPENSATION FOR YOUR WAITING TIME. YOU WILL ONLY BE COMPENSATED FOR WAITING TIME IF THE COURT ORDERS YOU TO BE IN COURT AT A PARTICULAR TIME AND THE CASE TO WHICH YOU HAVE BEEN APPOINTED IS NOT IMMEDIATELY TAKEN UP BY THE COURT.

7. In the “HOURS/WORDS” column, specify, in tenths of an hour, the amount of time you spent traveling or performing an interpreting service. For written translations, list the number of words you translated. Use the information in the chart below for your time calculations. After you have recorded your time and/or number of words, multiply those numbers by the court-approved hourly rate (the same hourly rate will apply to interpreting services and travel time) or per-word rate (for written translations) and list the total fee. In the “EXPENSES” column, list your fees for miscellaneous expenses such as parking and mileage, if applicable. When you have entered all of your activities, list the total hours, words, service and travel fees, and expenses in the “TOTALS” row at the bottom of the table.

CALCULATION OF HOURS IN TENTHS

6 MINUTES = .10	(up to 8 minutes)
12 MINUTES = .20	(9 minutes – 14 minutes)
18 MINUTES = .30	(15 minutes – 20 minutes)
24 MINUTES = .40	(21 minutes – 26 minutes)
30 MINUTES = .50	(27 minutes – 32 minutes)
36 MINUTES = .60	(33 minutes – 38 minutes)
42 MINUTES = .70	(39 minutes – 44 minutes)
48 MINUTES = .80	(45 minutes – 50 minutes)
54 MINUTES = .90	(51 minutes – 56 minutes)
60 MINUTES = 1.0	(57 minutes – 62 minutes)

8. TRAVEL – The AOC will compensate you for travel time and, in certain circumstances, for mileage. The rules that apply to compensation for mileage are as follows: (1) The AOC will compensate you for mileage when you are traveling to the courthouse, attorney’s office, jail, etc., in a county other than the county in which your office (or home if you do not have an office) is located; (2) The AOC will also compensate you for mileage for in-county travel to the jail, attorney’s office, etc., but NOT for in-county travel to the courthouse; (3) If you are riding in a car with another person who is being compensated for mileage, you are not entitled to compensation for mileage; and (4) mileage for travel within the state is compensated in accordance with Judicial Department travel regulations. Effective January August 1, 2011, the rate is forty-seven cents (\$0.47) per mile.
9. AS PREVIOUSLY NOTED, IF YOU INTERPRET FOR MULTIPLE DEFENDANTS IN THE SAME COURT ON A SINGLE DATE, YOU MUST USE THE INVOICE ENTITLED “**MULTIPLE DEFENDANT** REQUEST FOR PAYMENT OF INTERPRETER SERVICES IN INDIGENT MATTER.” This invoice will likely be used when you interpret for multiple defendants who are being arraigned, making initial appearances, or entering guilty pleas, but it is not necessarily limited to those

circumstances. OTHER THAN THE CIRCUMSTANCES IN WHICH YOU INTERPRET FOR MULTIPLE DEFENDANTS IN ONE COURT ON A SINGLE DATE, YOU MUST USE THE OTHER INVOICE AND YOU MUST COMPLETE A SEPARATE INVOICE FOR EACH DEFENDANT.

10. Regardless of which invoice you use, do not list a “minimum” payment. Although Tennessee Supreme Court Rule 13 provides that interpreters will receive a minimum of two hours of compensation per day for IN-COURT services, the AOC will calculate your total fee after receiving your claim form. For auditing purposes, the form must list in detail the tasks you performed and the total fee calculated under the rates listed in Rule 13. Please see the sample invoices on the AOC’s website for further guidance.
11. If you require an overnight stay in a hotel, contact the indigent defense department at the AOC at (615) 741-2687 and that department will assist you in preparing an invoice. You can also contact the staff of that department at jeana.duncan@tscmail.state.tn.us or sandy.workman@tscmail.state.tn.us.
12. If you are using the single defendant invoice, list the total fee in the box in the bottom right hand corner of the invoice.
13. After you complete the invoice, sign and date it.
14. Attach any necessary receipts for parking, hotels, etc., to the invoice.
15. Ask the defense attorney, prosecuting attorney, or judge to review the form and confirm that you performed the listed services by printing his/her name, signing his/her name, and dating the form. **IF YOU USE THE MULTIPLE-DEFENDANT INVOICE, THE JUDGE MUST SIGN IT.**
16. When you submit your invoice to the AOC, you must attach a copy of the court’s order appointing you to the case. If you complete a multiple-defendant invoice, you must attach a court order appointing you to each of the cases listed on the invoice. The court can list the defendants and their cases numbers in a single order or in multiple orders. In all other circumstances, the court must complete a separate order for each defendant.
17. **YOUR DAILY COMPENSATION FOR SERVICES CANNOT EXCEED \$500 for certified interpreters, \$400 for registered interpreters, or \$250 for non-credentialed interpreters.**
18. If you have additional questions, contact the AOC’s indigent defense department at the phone number above or see the sample invoices on the AOC’s website. **IF YOUR INVOICE IS NOT COMPLETED PROPERLY AND/OR YOU DO NOT ATTACH THE REQUIRED DOCUMENTATION AND/OR RECEIPTS, THE AOC WILL RETURN YOUR INVOICE TO YOU.**
19. Send the invoice and the attachments to the Administrative Office of the Courts at the following address:

Administrative Office of the Courts
Fiscal Division
Nashville City Center, Suite 600
511 Union Street
Nashville, Tennessee 37219