

## Important Notice to Interpreters

Contract court interpreters may not bill multiple federal court units for the same time or date of service regardless of the location or district of the federal court unit.

“Federal court unit” or “court unit” refers to any federal district, bankruptcy, appellate or circuit court. It also refers to Probation / Pretrial Services, Federal Public Defender, Community Defender Organization, or other attorneys under the Criminal Justice Act .

The half-day rate is paid for services up to and including four hours in one day, and the full-day (daily) rate is paid for services in excess of four hours up to and including eight hours in one day. These hours are considered to be consecutive, not including meal periods regardless of the starting time. Interpreters must have a completed W9 on file in order to process the invoice.

When an interpreter is permitted to bill two separate half-days, the first half-day should be billed at the approved half-day rate and the second at the differences between the half-day and full-day rates. At no time may an interpreter bill in excess of the AO approved full day rate unless previously negotiated with the Contract Officer.

Overtime/hourly rates apply only if the workday exceeds eight hours, not including meal periods, and are applicable to any hour or fraction thereof exceeding eight hours

A cancellation fee may be billed if the proceeding was cancelled less than 24 hours prior to the scheduled starting time. The amount is dependent upon the anticipated duration of the assignment.

The following certification is included on the Rate and Information Sheet and the Interpreter Invoice:

“I hereby certify that I rendered the services described herein, that said services were rendered in accordance with the Contract Court Interpreter Services Terms and Conditions, and that no other federal court unit, Federal Public Defender, Community Defender Organization, or other attorneys or entities obtaining interpreting services under the CJA or the Defender Services appropriation has been or will be billed.

If there are any questions regarding the billing process or the Terms and Conditions please contact:

Joyce Wood, Procurement Specialist  
Office of the Clerk  
U.S. District Court, Northern District of Ohio  
Carl B. Stokes U.S. Court House  
801 W. Superior Avenue  
Cleveland, OH 44113  
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