

**RATE AND INFORMATION SHEET:  
CONTRACT COURT INTERPRETER SERVICES TERMS AND CONDITIONS**

**UNITED STATES** \_\_\_\_\_ **COURT for the** \_\_\_\_\_ **DISTRICT OF** \_\_\_\_\_

1. **Contract** (1.0 in Terms and Conditions document)

The contracting terms indicated below along with the fixed terms and conditions set forth in the Terms and Conditions document available at [http://www.uscourts.gov/interpretprog/interp\\_prog.html](http://www.uscourts.gov/interpretprog/interp_prog.html), and any purchase order/request(s) for specific interpreting assignments, constitute the contract for contract court interpreter services in the \_\_\_\_\_ language for the period of \_\_\_\_\_, 20\_\_\_\_, through \_\_\_\_\_, 20\_\_\_\_, between the court identified above and the interpreter, \_\_\_\_\_ (name of interpreter).

2. This interpreter's documented classification level for the language indicated is [check only one of the following]:

\_\_\_ Federally Certified Court Interpreter

\_\_\_ Professionally Qualified

\_\_\_ Language Skilled

3. **Rates for Interpreting Services** (2.0 in Terms and Conditions document)

The following rates shall be paid for the interpreting services rendered by the named interpreter, in accordance with the AO-established fee schedule for the interpreter's classification level and the terms of service defined in the purchase order/request:

Full-Day Rate: \_\_\_\_\_

Half-Day Rate: \_\_\_\_\_

Overtime Rate: \_\_\_\_\_ per hour

4. **Payment for Services** (7.1 in Terms and Conditions document)

Invoices and necessary receipts shall be submitted to:

Clerk of Court, U.S. \_\_\_\_\_ Court for the \_\_\_\_\_ District of \_\_\_\_\_

Attn: \_\_\_\_\_, Ordering Officer

\_\_\_\_\_  
\_\_\_\_\_

5. **Inspection and Acceptance and Disputes** in (5.0 and 9.3 in the Terms and Conditions document)

Inquiries concerning the Terms and Conditions of this agreement should be addressed to the contracting officer:

Contracting Officer \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

6. **Travel Expenses** (7.5 in Terms and Conditions document)

The contract court interpreter agrees to perform interpreting services at the following court locations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The contract court interpreter's place of residence is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Travel expenses (mileage, parking) will not be paid if the court interpreter's residence is less than \_\_\_\_\_ miles from the court location. The AO established fee schedule covers travel expenses for local travel.

If the purchase order/request authorizes travel for a specific assignment, authorized travel expenses for travel beyond the local commuting distance or for travel between court facilities will be reimbursed by the court in accordance with Section 7.5 of the Contract Court Interpreter Services Terms and Conditions document, and the Judiciary Staff Travel Regulations, and specifically for common carrier air transportation from \_\_\_\_\_ (city) to \_\_\_\_\_ (city); and/or ground transportation from \_\_\_\_\_ (city) to \_\_\_\_\_ (city). Travel using the interpreter's personal vehicle, if authorized, will be reimbursed at the established GSA mileage rate in effect at the time of service. Current mileage rates are available at: <http://www.gsa.gov/mileagerate>.

Reimbursement for itemized subsistence expenses may be authorized up to the appropriate per diem amount posted at: <http://www.gsa.gov/perdiem>.

8. The interpreter whose name and signature appear below understands that his/her name, Social Security number (or Taxpayer Identification number), documented classification level, address and contact numbers will be listed in the National Court Interpreter Database (NCID), a database internal to the federal judiciary that may be accessed by other federal courts. The interpreter also understands that a mandatory FBI fingerprint check will be conducted every two years and may be considered by courts in determining the interpreter's suitability to work as a contractor.

\_\_\_\_\_  
Interpreter's Signature and Date

\_\_\_\_\_  
Contracting Officer Signature and Date

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Alternate Phone

\_\_\_\_\_  
Alternate Phone

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Email Address

