

**FIRST JUDICIAL DISTRICT COURT
CARSON CITY JUSTICE AND MUNICIPAL COURT**

COURT INTERPRETER POLICY

The Administrative Office of the Courts (AOC) has established a Nevada Certified Court Interpreter Program and a statewide certification examination. The Court contracts with interpreters tested by the AOC and from the Court's list of approved interpreters.

COURT INTERPRETERS:

Attorneys **must** only use approved interpreters or certified interpreters for any matters paid for by the courts in accordance with this policy. The judges may grant exceptions to this policy due to extenuating circumstances. Contact the court's staff interpreter for a list of approved interpreters at 775-283-7478.

APPLICATION PROCESS:

Any non-approved interpreter interested in interpreting for the courts **must** submit a resume to the Court's Staff Interpreter at 885 E. Musser St., Suite 2007 Carson City, Nevada 89701. Attorneys requesting to use an interpreter who is not on the "Approved Interpreter List" **must** provide the interpreter with the court's policy and billing instructions.

ARRANGING FOR AN INTERPRETER:

Attorneys should try to arrange for a **certified interpreter** first prior to contacting an approved alternate court interpreter for preliminary hearings and District Court criminal jury trials. Attorneys are encouraged to contact the Court's staff interpreter for assistance in locating a certified and/or approved alternate interpreter. It is the attorney's responsibility to ensure that an interpreter has been arranged for proceedings in the District and Justice Courts that are not interpreted by the Court's Staff interpreter. This includes all languages except for English.

The Court's Staff interpreter **must** be used for Spanish-speaking only defendants for proceedings in the Justice Court except for preliminary hearings, witnesses, or bench trials unless, there is a conflict, or prior arrangements have been made directly with the Court's Staff interpreter.

The Court's Staff interpreter **must** be used for Spanish-speaking only defendants for the Law and Motion calendars in the District Court except, if a lengthy special setting has been set, a conflict and/or prior arrangements have been made directly with the Court's Staff interpreter.

SCHEDULE CHANGE/CANCELLATIONS NOTIFICATION:

It is the responsibility of the attorney who arranged for the interpreter to notify him/her if there is a change in the court's schedule to **avoid unnecessary charges**.

LESS THAN 24 HOURS CANCELLATION NOTICE FOR HEARINGS OR OFFICE APPOINTMENTS:

2 hours will be paid.

LESS THAN 48 HOURS CANCELLATION NOTICE FOR BENCH/JURY TRIALS:

1 Day Trial = 2 hours will be paid.

Multiple Day Trial = 8 hours will be paid.

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INTERPRETER INVOICES MUST INCLUDE:

1. Name and Address of interpreter
2. Telephone number
3. Tax id number or social security number
4. Billed to (the court being billed)
5. Invoice number and Invoice date
6. Defendant's name and Case Number
7. Attorney's name and signature
8. Description of service
9. Date/Time service began and ended
10. Total # of hours
11. Rate of pay
12. Total mileage (if applicable)
13. Total amount billed on invoice

Interpreters may use the attached form or may provide his or her own billing invoice, but it **must** contain the above information. Additionally, any invoices submitted must be signed by the attorney who requested the services prior to submittal (unless other arrangements have been approved).

Invoice for service is required to be submitted within the fiscal year of the service rendered. The fiscal year is July 1st – June 30th. Invoices received 30 days after the fiscal year ends may not be paid.

Local interpreters are allowed to bill for a minimum of one hour. After the first hour, the billing **must** occur in 15-minute increments.

Out of area interpreters are allowed to bill for a minimum of two hours. After the initial billing of two hours, the billing must occur in 15-minute increments.

Interpreters are required to be punctual and ready to interpret.

ESTABLISHED INTERPRETER RATES:

CERTIFIED INTERPRETERS: \$85 PER HOUR

APPROVED/ALTERNATE INTERPRETERS: \$65 PER HOUR

MILEAGE PAID AT STATE RATE (PER MILE) FOR OUT OF AREA INTERPRETERS.

See next page for Billing Invoice. The Billing Invoice is available on the court's websites for Justice Court at www.carson.org/ccjc or for District Court at www.carson.org/ccdc.

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COURT INTERPRETER BILLING INVOICE

INTERPRETER'S NAME: _____ INVOICE DATE: _____
 ADDRESS: _____
 CITY/STATE: _____
 TELEPHONE: _____
 TAX ID NO.: _____
 BILL TO: _____ INVOICE NO: _____

INCOMPLETE INVOICES MY RESULT IN DELAY OF PAYMENT.

| | DEFENDANT 1 | DEFENDANT 2 | DEFENDANT 3 |
|--|---|---|---|
| DEFENDANT'S NAME | | | |
| CASE NUMBER | | | |
| ATTORNEY'S NAME | | | |
| DESCRIPTION OF SERVICE | | | |
| DATE/TIME SERVICE BEGAN | | | |
| DATE/TIME SERVICE ENDED | | | |
| ATTORNEY'S SIGNATURE | | | |
| TOTAL # HOURS | | | |
| RATE OF PAY \$85/Hour Certified \$65/Hour Approved/Alt | | | |
| \$ AMOUNT | | | |
| TOTAL MILEAGE (STATE RATE PER MILE \$.70) | _____ X .70 = _____ <small>(No. of Miles Total Round Trip)</small> | _____ X .70 = _____ <small>(No. of Miles Total Round Trip)</small> | _____ X .70 = _____ <small>(No. of Miles Total Round Trip)</small> |
| | TOTAL AMOUNT BILLED | | |

**Send all completed invoices to: Martha Tinajero, Judicial Assistant
885 E. Musser Street Suite 2007
Carson City, Nevada 89701**