

**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, 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

Current fees for contract interpreters are available at <http://www.uscourts.gov/interpretprog/rates.html>.

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>.

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7. 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's Signature and Date

Typed Name

Typed Name

Phone

Phone

Alternate Phone

Alternate Phone

Email Address

Email Address

SSN or TIN