



Office of Language Access

Office of the Colorado State Court Administrator

Instructions for Completion of the Standard Language Interpreter Invoice

A standard invoice for interpreters is provided by the Office of Language Access ("OLA") of the Colorado Judicial Department ("Department"). Use of the standard invoice is required to facilitate payment processing by Department staff.

Important Information Prior to Completing Invoice

- Invoices must be saved to a computer prior to being filled out to avoid errors when emailed. Please save the invoice to a permanent location on a computer, complete the "Interpreter Information" section, and then save again. This form can then be used as a template for future invoices.
- Always work from the template mentioned above. Deleting or overwriting information on the form can result in lost or erroneous data.
- Invoices must be submitted to the Managing Interpreter of the corresponding district within one month of services rendered.
- Separate invoices must be submitted for each location in which services were rendered.
- Travel and mileage calculations are approved and provided by the OLA on a "Travel Calculation Worksheet". Questions regarding calculations may be addressed to interpreters@judicial.state.co.us.

Interpreter and Invoice Information (items indicated below with an asterisk (*) are REQUIRED entries)

*Interpreter's Full Name	Full name as it appears on the W9 submitted to the Department
Business Name (if applicable)	Business name as it appears on the W9 submitted to the Department
* CORE Vendor Number	Unique vendor number. When an interpreter is approved by the OLA and a W9 is submitted, the interpreter will receive a unique vendor number. This number will be used on invoices in the place of Social Security Numbers (SSN) or Employer Identification Numbers (EIN). If a vendor number has not yet been assigned, the invoice must include the Interpreter's SSN or EIN.
* Billing Address	Interpreter's address as it appears on the W9 submitted to the Department
Phone Number	Phone number of interpreter if there is a question about the invoice
Email Address	Email address of interpreter if there is a question about the invoice
*Interpreter's Invoice number	Unique invoice number for each invoice submitted. Some locations require specific invoice numbering. If such a requirement is not in place, interpreters may create their own numbering system. Examples: <ul style="list-style-type: none">• 1, 2, 3, 4 Invoice numbers can be simple, numbering each invoice as it is created

- 01-1, 01-2, 19-1 Invoice numbers can include the district number, and then numbering the invoice as it is created
- 13-070114 Invoice can include the district number and the date of service

Tips:

- Invoice numbers without letters are easier to type
- Invoice numbers should be no longer than 10 digits

EFT (yes or no)	[Select from drop-down menu] Indication of the interpreter's preference for electronic deposit ("Electronic Funds Transfer") Interpreters must submit initial paperwork to be eligible for EFT. If "no", a check will be sent via postal mail to the address indicated on the W9
*Invoice Submission Date	Date on which the invoice is submitted to the Managing Interpreter
Judicial District	[Select from drop-down menu] Judicial district in which interpreter services were rendered
*Organization in District	[Select from drop-down menu] Identification of the organization within the district for which services were rendered
Interpreter Certification #	Certification or registration number issued to the interpreter by the OLA
*Language	Language in which the interpreter rendered services

Assignment Information (all items below are required entries)

Note: "#Value" messages should be disregarded until all information has been entered.

Date of Service	Date on which interpreter rendered services
Assignment Location	Courthouse location for which interpreter rendered services
Start Time	Time (entered in time format: "hh:mm" with "AM" or "PM", such as "8:30 AM") at which the interpreter began their assignment or shift Time must be entered in 15-minute increments (for example, 15 minutes should be entered as ".25", 30 minutes as ".50", 45 minutes as ".75") If the interpreter arrived late, start time must indicate the actual arrival time of the interpreter
End Time	Time at which the assignment or shift was completed (entered in time format: "hh:mm" with "AM" or "PM", such as "4:30 PM"), in 15-minute increments as indicated above
Time for Lunch	Time taken for a lunch break (if applicable), in 15-minute increments as indicated above
Telephone Interpreting	[Select from drop-down menu] Indication if assignment was completed over the phone
Payment Rate	Pre-approved interpreting rate, as determined and approved by the OLA
Travel Hours	Number of travel time hours to and from the courthouse, if applicable, as determined and approved by the OLA
Travel Time Rate	Pre-approved travel time rate, if applicable, as determined and approved by the OLA
Total Miles	Number of round-trip miles from the interpreter's home to the courthouse, if applicable, as determined and approved by the OLA
Mileage Rate	"Travelers shall be reimbursed at the mileage rate designated for two-wheel drive vehicles in accordance with established Mileage Rates unless reimbursement at the rate designated for four-wheel drive vehicles is justifiable, as described below [...]"

Travelers shall be reimbursed at the mileage rate designated for four-wheel drive vehicles only when the use of four-wheel drive is necessary because of road, terrain, or adverse weather conditions and only for that portion of the trip where the road, terrain or adverse weather conditions necessitate the use of four-wheel drive. If this higher rate is claimed, it shall be justified in the travel reimbursement request." Mileage reimbursement is determined by the OLA for each interpreter according to the Program's Interpreter Payment Policy.