Select County

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IN THE _____ COURT OF _____ COUNTY, WEST VIRGINIA

_____

Plaintiff / Petitioner

v.

_____

Defendant / Respondent

Case No.: _____

Vender Invoice Number
(For Official Use Only)

INVOICE FOR INTERPRETER OR TRANSLATION SERVICE

_____ _____

Interpreter/Translator Name

_____

Remit To Address

_____

Social Security # / F.E.I.N. #

Check appropriate box(es): ☐ interpreter for person who is deaf or hard-of-hearing **AND/OR**

☐ interpreter or translator for person who speaks a foreign language

HOURS: Rate[1] Per Hour Set Forth in Order of Appointment is $ _____

Date MM/DD/YY	Hours @ Rate 1	Rate 1*	Hours @ Rate 2	Rate 2*	Hours @ Rate 3	Rate 3*	Totals:
		0		5		3	0
		0		5		3	0
		0		5		3	0
		0		5		3	0
						Subtotal:	0

EXPENSES:

Date MM/DD/YY	Mileage	Mileage Rate	Per Diem	Lodging	Totals:
					0
					0
					0
					0
				Subtotal:	0

Total: 0

*Rates: 1 - Hourly rate set forth in Order of Appointment
2 - Hourly rate set forth in Order of Appointment, plus $5 per hour for service in excess of 1 hour without team interpreter
3 - Hourly rate set forth in Order of Appointment, plus $3 per hour for weekend hours

I hereby certify all the above information to be true and that I have not previously billed another source or received payment for the charges set out above. Further, I hereby certify that the above is a true and accurate statement of services performed and of reasonable and necessary expenses actually incurred.

Click here to auto-fill current date below

_____ _____

Date Signature of Interpreter or Translator

Click here to auto-fill current date below

_____ _____

Date Signature of Judge

[1] NOTICE: The Administrative Office policy is that the fees for interpreters for a person who is hearing impaired may not exceed the minimum fee chart set forth in the Commission for the Deaf and Hard of Hearing Rules (WVCSR §192, Table 192-1-A) without prior approval of the Administrative Office. The hourly fee for a foreign language interpreter or translator is fixed by Order of Appointing Court. Reimbursement for reasonable and necessary expenses may not exceed the rates allowed in 10.2(A)(2) of the *West Virginia Judicial Personnel System Manual.*