

THE MUNICIPAL COURT OF SEATTLE – COURT INTERPRETER INVOICE

COURT INTERPRETER: _____

LANGUAGE: _____ DATE: _____

Washington State Court Certified Interpreter: **Yes**

Washington State Court Registered Interpreter: **Yes**

Please note:

- **Do not fill in shaded areas**
- One invoice for each day
- Change of address? Submit new W-9 form
- Interpreter Services: 206-733-9075
- See instructions on the reverse side

Case Number	Defendant's Name	Court-room #	Type of Hearing	Time		Number of Hours	Authorized Signature	Dollar Amount
				In	Out			
One Way Roundtrip Mileage: _____								
BEFORE LEAVING COURTROOM HAVE THE INVOICE SIGNED FOR EACH HEARING						TOTAL	TOTAL	

I hereby certify under penalty of perjury that this is a true and correct claim for interpreter services provided by me as requested by the Seattle Municipal Court.

INTERPRETER'S SIGNATURE: _____ DATE: _____

Original → Court

Copy → Interpreter

INSTRUCTIONS:

- 1. Be sure to check in and out with Court Clerk or Bailiff when you appear. This is your verification of attendance.**
- 2. All unshaded portions of the form must be filled out completely. All shaded areas are for Court Staff use.**
- 3. Enter Time In of your appearance or of the scheduled time of the hearing, whichever is later.**
- 4. Have Court Clerk or Bailiff enter time out and sign the form at the end of the hearing.**
- 5. Unauthorized signatures will not be accepted. There will be no exceptions to this procedure.**
- 6. Seattle Municipal Court will pay only for scheduled appearances.**
- 7. Use only one invoice for one day.**
- 8. All questions regarding payment must be directed to Municipal Court of Seattle Accounting at 206.684.5659 within 30 days of receipt.**
- 9. Invoice must be submitted within 30 days of date of interpreter service rendered; otherwise the invoice may not be honored or payment declined.**
- 10. Mileage reimbursement: one roundtrip per day, if an assignment in SMC is the only interpreting assignment for that day, otherwise, one way mileage is reimbursed.**
- 11. Notify SMC Interpreter Services with any changes in mailing address (new W-9 form is required), phone number or email address.**
- 12. Invoices are to be regularly mailed or submitted to SMC Interpreter Services:**

**THE MUNICIPAL COURT OF SEATTLE
ATTN: Court Interpreter Coordinator
P.O. Box 34987
SEATTLE, WA 98124-4987**