



## Checklist for Interpreter and Translator Billing

**An interpreter/translator should gather the following information and documentation before beginning a billing packet in *MyJAC*. The case must be opened by the attorney (or pro se defendant) before the interpreter/translator will have access to the case.**

The following information is required on the JAC Invoice:

- Attorney's name and bar ID (if the Defendant is pro se, then the Defendant's name);
- County with case jurisdiction;
- Case number;
- Defendant's name;
- Vendor's name (the JAC Invoice pre-populates with information from the vendor's *MyJAC* account);
- Payee tax ID number (the JAC Invoice pre-populates with information from the vendor's *MyJAC* account);
- Invoice number (created by the vendor for their accounting purposes);
- Type of service, certification and language;
- Check *Billing for Multiple Dates* if applicable;
- Service date or last service date if billing for multiple dates;
- Start time and end time;
- Hours (in tenths of an hour) and hourly rate;
- Travel or other reimbursement costs if applicable;
- Total amount billed;
- Vendor printed name, signature and date; and
- Vendor Signature and Attorney Signature. (If the defendant is Pro se, then the signature of Defendant or Standby Counsel).

Required Documents (in PDF or Tiff format):

- Detailed** hourly invoice/statement listing the language being translated, the name of service provider, the start and end times of the translation session(s), the length of the media, the date the media was recorded or the date of deposition, and the file name of the media or full name of deponent or witness; and
- Motion/Order authorizing interpreter/translator services: Must include hourly rate(s) when rate(s) differ from circuit (established) rates and maximum amount allowed (cap); and
- Motion/Order authorizing travel or other reimbursement costs if applicable. See [https://www.justiceadmin.org/court\\_app\\_counsel/formsandrates.aspx#travel](https://www.justiceadmin.org/court_app_counsel/formsandrates.aspx#travel) for important information about authorized travel); and
- Receipt showing zero balance or proof of payment; i.e. the front and back of a cancelled check if applicable.

Note: The billing packet is not received by JAC until the attorney certifies and submits it to JAC. The vendor will receive email confirmation at that time. Billing packets deemed to be untimely received are subject to penalty according to the JAC contracts.

### BILLING QUESTIONS?

**Please email any questions to [onlinesupportteam@justiceadmin.org](mailto:onlinesupportteam@justiceadmin.org)**