

# STATEMENT FOR PAYMENT OF INTERPRETERS

Submit Statements and direct questions to [Admin.LanguageAccessStatements@nejudicial.gov](mailto:Admin.LanguageAccessStatements@nejudicial.gov).

In order to process, all fields must be completed.

Date	Name of Court or Probation Office	# of Non-English Speaker Served	Type of Case (Traffic, Criminal, Protection Order, Civil, etc.)	Authorizing Signature (Required for Payment)	Interpreting Time				Travel Time		
					Actual Time Start	Actual Time End	Actual Time Worked	Paid Time	Video / Phone or Travel from to	Total Mileage	Paid Travel Time

**Interpreting Time Paid** \_\_\_\_\_ Hours @ (\$75 for Certified, \$60 for Registered, \$50 for Non-Certified) \$ \_\_\_\_\_

\* 0.25 hour (15 minutes) increments for time over the 2-hour minimum.

**Travel Time Paid** \_\_\_\_\_ Hours @ (\$60 for Certified, \$48 for Registered, \$40 for Non-Certified) \$ \_\_\_\_\_

\* Only if miles traveled for one day is over 50 miles. Conversion rate is 50 miles = 1 hour.

\* Difference between actual and paid interpreting time is deducted from paid travel time.

**Mileage Paid** \_\_\_\_\_ Miles @ .70 per mile \$ \_\_\_\_\_

\* Only if miles traveled from starting point to the interpreting site is over 15 miles one way.

**Total Amount Claimed** \$ \_\_\_\_\_

For Court Admin Use	Mail to:
<b>Total Pg</b> _____	State Court Administrator
<b>I</b> _____	ATTN: Interpreter
<b>T</b> _____	PO Box 98910
<b>M</b> _____	Lincoln, NE 68509-8910
<b>Total</b> _____	

**Interpreter Name** \_\_\_\_\_ Circle One: Certified Registered Non-Certified Other  
**Language (one language per statement)** \_\_\_\_\_

**Interpreter Payee #** (Social Security # if don't know Payee #) \_\_\_\_\_ **Email** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Mailing Address** ( \_\_ Check if new address) \_\_\_\_\_ **City, State, Zip** \_\_\_\_\_

\* Statements must be received by the Court Administrator by the 7th of each month for the same month processing. Please send original statements and keep a copy for your records.

\* Statements must be submitted for payment within 6 months of service.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Page \_\_\_\_ of \_\_\_\_

AD 2:05 Rev. 01/2025  
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Interpreters

#### General guidelines:

- Your writing needs to be legible or Statement needs to be typed.
- Put multiple hearings on each Statement - do not use 1 Statement per hearing.
- Multiple months cannot go on the same Statement.
- One 2-hour minimum is permitted in the morning (before 12pm) and one 2-hour minimum is permitted in the afternoon (after 12pm).
- Fill out all demographic information at the bottom of each Statement including your Interpreter Payee #.
- If you interpret for more than one language, note the language you interpreted in next to each entry.

#### Instructions:

- In the 1<sup>st</sup> column, write down the month, day, and year.
- In the 2<sup>nd</sup> column called Name of Court or Probation:
  - *Putting the name of the county is not enough!*
  - For court, you need to specify the name of the county and the court type (CC, DC, JV, or WCC)
  - For probation, you need to specify the district, case number and office location.
    - *Probation interpreting costs are now being allocated to their budget so be sure Probation is clearly noted on the Statement.*
- In the 3<sup>rd</sup> column called # of Non-English Speakers Served, note the number of individuals you interpreted for.
  - If you didn't interpret because of a late cancellation (LCX) or failure to appear (FTA), write 0. Note LCX or FTA in this column as well.
  - If you interpreted for a block, write down the total number of non-English speakers you interpreted for.
- For the 4<sup>th</sup> column called Type of Case, use a Language Access approved abbreviation.
- For the 5<sup>th</sup> column, have the court or probation personnel you interpreted for sign off.
  - If you appear remotely, write "See email" in this column and attach an email or JE&O from the court or probation personnel you interpreted for that clearly demonstrates 1) your attendance and 2) Actual Time End.
- For the 6<sup>th</sup> column, write down the Actual Time Start.
  - *As a customer service initiative, please arrive 15 minutes early so that you are in place and ready to begin on time. Use the early arrival as your Actual Time Start so you may be compensated for all of your time.*
- For the 7<sup>th</sup> column, have the court or probation personnel you interpreted for write down your Actual Time End.
- For the 8<sup>th</sup> column Actual Time Worked, report time in 15 min increments:
  - The standard 7-minute rule is followed – round down to the nearest quarter hour for times of 1-7 minutes and round up for times of 8-14 minutes.
  - Note Actual Time Worked as a decimal. Examples:
    - 0.25 = 15 minutes
    - 0.5 = 30 minutes
    - 0.75 = 45 minutes
    - 1.0 = 60 minutes or 1 hour
  - *Do not note how many hours you were reserved for in this column!*
- For the 9<sup>th</sup> column Paid Time, note the 2-hour minimum, 0 if the assignment is part of the previous 2 hour minimum, or the number of hours you were reserved.
- For the 10<sup>th</sup> column Video/Phone or Travel, you need to specify video or phone if you appeared remotely.
- For the 11<sup>th</sup> column, Finance uses Google Maps to calculate Total Mileage
  - If you took an alternate route, note this on your Statement and the reason why (accident, road construction, etc.) and Finance will review it.
- For the 12<sup>th</sup> column, Paid Travel Time is calculated 1 of 2 ways based on the Actual Time Worked:
  - If your Actual Time Worked is 2+ hours, calculate by dividing Total Mileage by 50. Your answer should contain 2 decimal places.
  - If your Actual Time Worked is less than 2 hours, calculate by dividing Total Mileage by 50, then subtract the difference between your Actual Worked Time and your Paid Time from the Paid Travel Time. Your answer should contain 2 decimal places.