

King County District Court
 Interpreter Services Invoice
 Phone: (206) 477-1760 Fax: (206) 296-0596
 Email: InterpreterCoordinator.KCDC@kingcounty.gov

Name/Agency: _____ Phone: _____ Language: _____

Address: _____

If you have a new address, please submit a new King County Substitute W9 form.

Washington State Court Certification:

Yes No

Are you currently enrolled in ACH Payments:

Yes No

**This invoice must be signed by a court clerk and submitted to the court on the DAY of service.
 All information must be supplied including the Date, Job ID, Time In and Time Out or this invoice may NOT be honored or paid.**

Date	Location	Job ID	Time In*	Time Out*	Hours*	Clerk Initials*	Clerk Signature*

Note: If scheduled for Jury Trial, contact interpreter services to be released by Court Management.

Mileage is approved on a case-by-case basis and must be approved prior to accepting assignment.

Total Hours	
Preapproved Mileage	<input type="checkbox"/> Yes <input type="checkbox"/> No

***Shaded areas are to be completed by court staff.**

Claimant Certification: I hereby certify that under penalty of perjury that this is a true and correct claim for interpreter services provided by me on behalf of King County District Court and no payment has been received by me on account thereof.

Signature: _____ Printed Name: _____ Date: _____

INSTRUCTIONS:

1. All unshaded portions of the form must be filled out completely. All shaded areas are for Court Staff use.
2. Be sure to check in with the Court Clerk when you appear and have time in entered. This is your verification of attendance.
3. Have Court Clerk enter time out and sign the form at the end of the last hearing. You will be provided a copy of the invoice.
4. Unauthorized signatures will not be accepted. There will be no exceptions to this procedure.
5. King County District Court will pay only for scheduled appearances.
6. Use only one invoice for one day.
7. All questions regarding payment must be directed to King County District Court Interpreter Services at (206) 477-1760 within 30 days of receipt.
8. Invoices must be submitted within thirty (30) days of date of interpreter service rendered. If the invoice is submitted after thirty (30) days of the date of service, a fee of 10% may be deducted from the amount due per KCDC Payment Policy.
9. Mileage is approved on a case-by-case basis and must be pre-approved.
10. Notify KCDC Interpreter Services with any changes in mailing address (new King County Substitute W-9 form is required), phone number or email address.
11. Invoices for assignments outside the court locations (SCORE Jail or Attorney Client Meetings) shall be submitted to KCDC Interpreter Services:

**KING COUNTY DISTRICT COURT
OFFICE OF THE PRESIDING JUDGE
Attn: Interpreter Services
516 3rd Ave, Room W1034
Seattle, WA 98014-2389**