

**Indigent for Costs
Interpreter Services Certification
Invoice/Voucher Cover**

Name of Interpreter 1 _____
 Firm Name 2 _____
 Tax ID Number 3 _____
 Attorney Name 4 _____
 Florida Bar Number 5 _____
 Attorney Requesting Interpreter 6 _____

Invoice Number 7 _____
 Case Number 8 _____
 Case Caption 9 _____
 County & Circuit 10 _____

Total Invoice Amount \$ 11 _____

12 **INVOICE INFORMATION:** Language: _____

A. Units of Service Billed Service Date _____

Certification: State Certified Court Certified
 Billing: Per Hour¹ Per Diem Other

¹ Interpreters billing hourly must attach a detailed invoice.

Unit Quantity	X	Unit Rate	=	\$	Total Invoiced
<input type="text"/>		<input type="text"/>			<input type="text"/>

Other Costs²: Other Costs Total \$ Description _____

²Must Attach detailed Log of Charges (i.e. mileage log).

-OR-

B. Invoice Attached

13 **Interpreter Services Certification**

I certify that the amounts reflected on the invoice are true and accurate charges; and that the work in connection herewith was actually performed.

14 _____ 15 _____
 Interpreter Signature (Blue Ink) Date

16 _____
 Interpreter Printed Name

17 _____
 Phone Number

18 **Attorney Certification**

I certify that the costs and services reflected on this invoice were satisfactorily performed, were necessary for the performance of my duties in the above referenced case, the amount due is accurate, transactions were in accordance with the Florida statutes and all applicable laws and rules of the State of Florida, and that under the terms of my Agreement with the Justice Administrative Commission payment is appropriate.

19 _____ 20 _____
 Attorney Signature (Blue Ink) Date

21 _____
 Attorney Printed Name

22 _____
 Bar Number

23 _____
 Phone Number

JAC Date Stamp

IMPORTANT: Original Signatures required, JAC will not accept copies or facsimiles of this form.
NOTE: Charges for Interpreter Services provided during court proceedings are not to be billed to the JAC.

Indigent for Costs

1. Name of Interpreter – Use first name, middle initial and last name.
2. Firm Name
3. Tax Identification Number - Supply Tax ID Number of Interpreter or Firm. If you do not have a Tax Identification Number, please enter your social security number. **NOTE:** Payment cannot be processed without this information.
4. Attorney Name – Use first name, middle initial and last name.
5. Florida Bar Number – Supply bar number of the attorney.
6. Attorney Requesting Interpreter – Insert name of attorney if other than Attorney for client who is indigent for costs. Use first name, middle initial and last name.
7. Invoice Number – Invoice tracking number generated by reporting firm.
8. Case Number - Provide court issued case number for which the Interpreter was needed.
9. Case Caption – Give style of the case, i.e., “State of Florida vs. John Brown” or “In the Interest of J.B.” in Dependency cases using only the first and last initials.
10. County & Circuit – Provide both the county and circuit of court.
11. Total Invoice Amount - Provide the total amount billed for this invoice.
12. Invoice Information – Use either section A or section B. If you are using this form in lieu of an invoice, complete part A only. If you are using this form as a voucher cover only, complete part B only. Supply the Language being interpreted, including sign language.
 - A. Units of Service Billed – Provide the date of service. Check the appropriate certification box to reflect current certification. Check the appropriate box stating how service is billed. If billing hourly, check the Per Hour box and fill in the total invoiced amount. All hourly billings must be accompanied by a detailed invoice. For all billings other than hourly, enter the unit quantity, unit rate, and the total dollar amount billed. If you have additional costs, provide the total amount and a description of the costs. All Other Costs must be accompanied by a detail log. There is a Mileage Log is at the end of the Interpreter Services Packet.
 - B. Invoice Attached - If you are using this document only as a voucher cover, not as an invoice, then check the “See Attached Invoice” box and attach your invoice. The invoice must contain all of the information requested in part A. If you are using this document as both a voucher cover and invoice, then leave this box blank.
13. Interpreter Certification Paragraph – Signing this document affirms understanding of and agreement to the statement.
14. Interpreter Signature – Sign, in blue ink, on the line provided. **NOTE:** The signature must be original.
15. Date – Include date certifying invoice.
16. Interpreter Printed Name - Use first name, middle initial and last name.
17. Phone Number – Provide phone number where Interpreter can be reached.
18. Attorney Certification Paragraph – Signing this document affirms understanding of and agreement to the statement.
19. Attorney Signature – Sign, in blue ink, on the line provided. **NOTE:** The signature must be original.
20. Date - Include date certifying invoice.
21. Attorney Printed Name - Use first name, middle initial and last name.
22. Bar Number – Provide bar number of Attorney.
23. Phone Number – Provide phone number where attorney can be reached.

All services are subject to audit and the Justice Administrative Commission reserves the right to offset an over-billing against subsequent payment requests.