

RATE AND INFORMATION SHEET (FY 2016):
CONTRACT COURT INTERPRETER SERVICES TERMS AND CONDITIONS

**UNITED STATES DISTRICT and BANKRUPTCY COURTS including the
UNITED STATES PROBATION/PRETRIAL OFFICE and the
FEDERAL PUBLIC DEFENDER'S OFFICE for the
WESTERN DISTRICT OF NEW YORK**

1. **Contract** (1.0 in Terms and Conditions document)

The contracting terms indicated below along with the fixed terms and conditions set forth in the Terms and Conditions document available at <http://www.uscourts.gov/services-forms/federal-court-interpreters> and any purchase order/request(s) for specific interpreting assignments, constitute the contract for contract court interpreter services in the _____ language for the period of October 1, 2015 through September 30, 2016, between the court identified above and the interpreter,
_____ (name of interpreter).

2. This interpreter's documented classification level for the language indicated is [check only one of the following]:

- _____ Federally Certified Court Interpreter
_____ Professionally Qualified
_____ Language Skilled

3. **Rates for Interpreting Services** (2.0 in Terms and Conditions document)

The following rates shall be paid for the interpreting services rendered by the named interpreter, in accordance with the AO-established fee schedule for the interpreter's classification level and the terms of service defined in the purchase order/request. The current rates are as follows:

Federally Certified and Professionally Qualified Interpreters:

| | |
|----------------|-----------------------------------|
| Full-Day Rate: | \$418.00 |
| Half-Day Rate: | \$226.00 |
| Overtime Rate: | \$ 59.00 per hour or part thereof |

Language Skilled (Non-Certified) Interpreters:

| | |
|----------------|-----------------------------------|
| Full-Day Rate: | \$202.00 |
| Half-Day Rate: | \$111.00 |
| Overtime Rate: | \$ 35.00 per hour or part thereof |

Current fees for contract interpreters are also available at <http://www.uscourts.gov/interpretprog/rates.html>.

4. **Payment for Services** (7.1 in Terms and Conditions document)

Invoices and necessary receipts shall be submitted to:

U.S. District Court - Western District of New York
2 Niagara Square
Buffalo, NY 14202
Attn: Molly A. Schaus (716) 551-1742

U.S. Bankruptcy Court - Western District of New York
300 Pearl Street, Suite 250
Buffalo, NY 14202
Attn: Melissa Frieday (716) 362-3242

U.S. Probation/Pretrial Office - Western District of New York
2 Niagara Square
Buffalo, NY 14202
Attn: Nancy Herrmann (716) 362-5252

Federal Public Defenders Office - Western District of New York
300 Pearl Street, Suite 200
Buffalo, NY 14202
Attn: Jo Anne DeVoy (716) 551-3341

5. **Inspection and Acceptance and Disputes** (5.0 and 9.3 in the Terms and Conditions document)

Inquiries concerning the Terms and Conditions of this agreement should be addressed to the appropriate contracting officer depending on agency requesting the service. See section four above for contracting officer name and contact information.

6. **Cancellation Fees** (7.3 in the Terms and Conditions document)

The court will compensate the interpreter with a cancellation fee equal to the applicable full-day rate indicated above, in accordance with Section 7.3 of the Contract Court Interpreter Services Terms and Conditions document.

7. **Early Termination** (7.4 in the Terms and Conditions document)

Because of the nature of the interpreting business in the federal courts, early terminations of the proceedings may occur. If a trial is scheduled for several days or weeks, the court periodically evaluates how long the trial will last. An interpreter is not entitled to an early termination fee or any additional compensation if the court gives the interpreter 24 hours notice that a trial will end early.

8. **Travel Expenses** (7.5 in Terms and Conditions document)

The contract court interpreter's place of residence is (**required information if available**):

Address: _____

E-Mail: _____

Telephone: () _____ - _____

Cell: () _____ - _____

SSN or TIN: _____

Travel expenses (mileage, parking) will not be paid if the court interpreter's residence is less than 30 miles from the court location. The Administrative Office of the U.S. Courts established fee schedule covers travel expenses for local travel.

If the purchase order/request authorizes travel for a specific assignment, authorized travel expenses for travel beyond the local commuting distance or for travel between court facilities will be reimbursed by the court in accordance with Section 7.5 of the Contract Court Interpreter Services Terms and Conditions document, and the Judiciary Staff Travel Regulations. Travel using the interpreter's personal vehicle will be reimbursed at the established GSA mileage rate in effect at the time of service. Current mileage rates are available on the General Services Administration website: <http://www.gsa.gov/mileagerate>.

Reimbursement for itemized subsistence expenses for either **Buffalo, New York or Rochester, New York** may be authorized up to the appropriate per diem amount posted on the General Services Administration website: <http://www.gsa.gov/perdiem>.

9. The interpreter whose name and signature appear below understands that his/her name, Social Security number (or Taxpayer Identification number), documented classification level, address and contact numbers will be listed in the National Court Interpreter Database (NCID), a database internal to the federal judiciary that may be accessed by other federal courts. The interpreter also understands that a mandatory FBI fingerprint check will be conducted every two years and may be considered by courts in determining the interpreter's suitability to work as a contractor.

| | | |
|----------------------------------|------------------------------|---------------|
| _____ Interpreter's Signature | _____ Contracting Officer | _____ Date |
| _____ Printed Name | _____ Contracting Officer | _____ Date |
| _____ Phone | _____ Contracting Officer | _____ Date |
| _____ Date | _____ Contracting Officer | _____ Date |