

**RATE AND INFORMATION SHEET:  
CONTRACT COURT INTERPRETER SERVICES TERMS AND CONDITIONS**

**UNITED STATES DISTRICT COURT for the DISTRICT OF NEW JERSEY**

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

The contracting terms indicated below along with the Terms and Conditions document, available at [www.njd.uscourts.gov](http://www.njd.uscourts.gov), under the Interpreter Services link, and any purchase order/request(s) for specific interpreting assignments, constitute the contract for court interpreter services in the \_\_\_\_\_ language for the period of \_\_\_\_\_, 200\_, through \_\_\_\_\_, 200\_, between the court identified above and the interpreter, \_\_\_\_\_ (name of interpreter).

2. This interpreter's documented classification level for the language indicated is:  
\_\_\_ Federally Certified Court Interpreter; \_\_\_ Professionally Qualified; \_\_\_ Language Skilled.

3. **(2. Rates for Interpreting Services** 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:

Full-Day Rate: \_\_\_\_\_  
Half-Day Rate: \_\_\_\_\_  
Overtime Rate: \_\_\_\_\_ per hour

Additional terms : \_\_\_\_\_

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

Invoices and necessary receipts shall be submitted to:

Clerk of Court, U.S. District Court for the District of New Jersey.  
Attn: Sara M. Garcia Rangel, Supervisory Court Interpreter; Ordering Officer  
MLK Building, 50 Walnut Street  
Newark, NJ 07101  
(Fax) 973-645-4431

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

Inquiries concerning the Terms and Conditions of this agreement should be addressed to the contracting officer:

Contracting Officer : William J. Holland, Jr., Director of Court Services  
Clerk, United States District Court for the District of NJ  
402 East State Street, Room 2020  
Trenton, NJ 08608  
(609) 989-2328  
e-mail: [bill\\_holland@njd.uscourts.gov](mailto:bill_holland@njd.uscourts.gov)

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

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

7. (7.4 Travel Expenses in Terms and Conditions document)

The contract court interpreter agrees to perform interpreting services at the following court locations:  
U.S. Courthouses : Camden, NJ; Newark, NJ; Trenton, NJ.

The contract court interpreter's place of residence is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Travel expenses (mileage, parking) will not be paid if the court interpreter's residence is less than thirty (30) miles (one way) from the court location. The AO established fee schedule covers travel expenses for local travel.

The court interpreter also agrees to perform interpreter services at various locations, including facilities of incarceration housing federal criminal defendants and military installations.

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 7.4 of the Contract Court Interpreter Services Terms and Conditions document, and the Judiciary Staff Travel Regulations, and specifically for air transportation from \_\_\_\_\_ (city) to \_\_\_\_\_ (city); and/or \_\_\_\_\_ miles of ground transportation from \_\_\_\_\_ (city) to \_\_\_\_\_ (city). Travel using the interpreter's personal vehicle will be reimbursed if authorized at the prevailing rate per mile as established by the Administrative Office of the U.S. Courts.

Subsistence expenses will be reimbursed according to the following schedule:

Location	Per Diem Rate	Authorized Subsistence
	\$	\$
	\$	\$
	\$	\$

8. 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

\_\_\_\_\_  
William J. Holland, Jr., Contracting Officer

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

(Rev 11/23/2005)