



CIRCUIT COURT  DISTRICT COURT OF MARYLAND FOR \_\_\_\_\_  
City/County

Plaintiff/Defendant Name \_\_\_\_\_ Case Number \_\_\_\_\_

Plaintiff/Defendant Name \_\_\_\_\_ Case Number \_\_\_\_\_

Plaintiff/Defendant Name \_\_\_\_\_ Case Number \_\_\_\_\_

Type of proceeding:  Criminal  Civil  Traffic  Juvenile  Other \_\_\_\_\_

Invoice #: \_\_\_\_\_

**INTERPRETER INVOICE**

Invoice Date: \_\_\_\_\_ Interpreter Name: \_\_\_\_\_

Interpreter Company (if applicable): \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address\*: \_\_\_\_\_ Last 4 Digits of SSN / Full FEIN: \_\_\_\_\_  
Street Address Required by the State Comptroller

\_\_\_\_\_  
City/County State Zip Code

Language / Dialect: \_\_\_\_\_

Date of Assignment: \_\_\_\_\_  4 hr min:

Docket Time: \_\_\_\_\_ End: \_\_\_\_\_ Lunch: Start: \_\_\_\_\_ End: \_\_\_\_\_

Judge: \_\_\_\_\_ Courtroom No. / Location: \_\_\_\_\_

Rate of Compensation: \_\_\_\_\_ x \_\_\_\_\_ per hour = \$ \_\_\_\_\_

Mileage (if applicable): \_\_\_\_\_ x 0.545 per mile = \$ \_\_\_\_\_

Parking (if applicable): \_\_\_\_\_ = \$ \_\_\_\_\_

Travel time (if applicable): \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_

**Cancellation: (less than 48 hours notice)** \_\_\_\_\_

Interpreter Notified of Cancellation: (date/time) \_\_\_\_\_  upon arrival

2 hr min  4 hr min x \_\_\_\_\_ per hour = \$ \_\_\_\_\_

Additional Charges (if applicable): \_\_\_\_\_ = \$ \_\_\_\_\_

**Total Reimbursement:** = \$ \_\_\_\_\_

Check here if you had other assignments or cancellations today in this court or other Maryland Courts.

\_\_\_\_\_  
Printed Name of Interpreter/Company Representative

\_\_\_\_\_  
Signature of Interpreter/Company Representative

\*Interpreter's Home Address if Interpretation Company's address or P.O. Box is entered. \_\_\_\_\_

**FOR OFFICE USE ONLY**

Late arrival. Time: \_\_\_\_\_

Compensation reduced by (round to next quarter of hour)\*\*: \_\_\_\_\_

**APPROVED FOR PAYMENT**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\*\*Must be authorized by AOC.

**Invoices must be approved and processed in GEARS by authorized court reviewers within 3 business days of receipt.**