

Translator and Interpreter Checklist

Due Process Vendor Contract

- Vendors **must** submit a current fiscal year contract. The contract runs through June 30th of each year. The contract **must** be approved before a bill can be processed.

Substitute Form W-9

- Prior to executing a contract, a properly completed Substitute Form W-9 must be submitted to the Department of Financial Services.

Court Appointed (Note: Attorney submits this document)

- Order of Appointment – **Must** contain Regional Conflict language.
- Charging Document(s) *if available*.

Indigent for Costs (Note: Attorney obtains and submits these documents. Send to pleadings@justiceadmin.org). These documents should be provided prior to the submission of any billing.

- Motion to Declare the Defendant Indigent for Costs.
- Clerk's Application for Indigency.
- Affidavit Attesting to Attorney's Fees.
- Order Declaring the Defendant Indigent for Costs.
- Charging Document(s) *if available*.
- IFC Agreement\Contract. (Attorney will execute online).

Information Required on Voucher/Invoice

- Attorney name and Bar ID. (If the Defendant is Pro se, then the Defendant's name.)
- Vendor Name.
- Payee Tax ID Number.
- Case number.
- Defendant name.
- Date(s) of service.
- Type of service.
- Total hourly services and rates.
- Total amount billed.
- Vendor Signature and Attorney Signature. (If the defendant is Pro se, then the signature of Defendant or Standby Counsel).

Motion to Authorize Services (Attorney submits these document. Send to pleadings@justiceadmin.org)

- Motion for Services (**must** be submitted to pleadings before obtaining an Order).
- JAC response – Provided by JAC to Attorney. For payment of process server fees, JAC only pays at the rates established by law absent a court order authorizing a higher rate. JAC has the right to object to any payment in excess of the established rates.

Order authorizing translator/interpreter services (Note: Attorney obtains the Order)

- Hourly rate(s) when rate(s) differ from circuit (established) rates.
- Maximum amount allowed.
- Judge signature and date (conformed copy okay).

Travel

- Department of Financial Services Travel Voucher. DFS requires this voucher be used for process of payment (If used as the Invoice/Voucher Cover, then the DFS Travel Voucher **must** have the case number and invoice number).
- Traveler's Tax ID number at the top of the Voucher where it says Social Security Number. This number **must** be the same as the Tax ID used in the Due Process contract.
- Order authorizing travel expenses and travel time.
 - Rate for travel time or circuit (established) rates.
 - Out-of-state travel destination authorization, if needed.
- Date of service with a description of the reason for travel.
- Origin and destination (must include departure, arrival and return times).
- Vendor signature (as traveler) and Attorney signature (as supervisor).
- Total invoice amount.
- Florida Department of Transportation city to city mileage map where available. When not available, MapQuest or other webservice may be used.