



COURT INTERPRETER

STANDARDS OF PRACTICE

and

PAYMENT POLICIES

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New Mexico Administrative Office of the Courts
Court Interpreter Standards of Practice & Payment Policies
(October, 2012)

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**New Mexico Court Interpreter
Standards of Practice & Payment Policies**

PURPOSE

These Standards of Practice provide guidelines for the scheduling and use of interpreter and other language access services in the courts and outline the payment policies to be followed when reimbursing providers for these services. The Administrative Office of the Courts (AOC) and the magistrate, metropolitan, and district courts shall follow these guidelines when retaining and using court interpreters and other language access services. These Standards and Payment Policies supersede all policies and procedures previously in effect. Please note, however, that any conflict between the Standards of Practice and Payment Policies and the rules of procedure governing the use of court interpreters in New Mexico State Courts, as established by the New Mexico Supreme Court, are resolved in favor of the rules.

These guidelines do not limit access to the courts nor the accommodation options courts may use, particularly when complying with the requirements of the Americans with Disabilities Act (ADA). Courts should provide the most appropriate accommodation for each person. The Statewide Program Manager for Language Access Services is available to assist courts.

I. GENERAL STANDARDS

A. DEFINITIONS

1. Interpreters by Classification

a. Certified Court Interpreters –Spoken Languages

A New Mexico certified spoken language interpreter is an individual who has received court certification through the New Mexico Administrative Office of the Courts (including mandatory orientation and all required examinations), the United States Federal Court, or the National Center for Interpretation at the University of Arizona (Navajo only) and has completed at minimum the including mandatory orientation and post-certification workshops as regularly offered by the AOC. Interpreters in languages for which there are no standardized national examinations, must complete the mandatory written examination and Oral Proficiency Interviews per AOC Policy (available by request) to be recognized as New Mexico court certified.

Certified court interpreters in New Mexico must be in compliance with the AOC's Court Interpreter Continuing Education Policy (see Attachment C). Those in compliance will be provided an identification badge in January every other calendar year. Should certification lapse due to non-compliance with the

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Continuing Education Policy, an interpreter will be required to retake the certification examinations.

An individual who has passed all parts of the National Center for State Court's interpreter certification written and oral exams may be able to obtain reciprocal certification in New Mexico. An interpreter requesting reciprocal certification by New Mexico must provide sufficient information to allow confirmation of exam results in the other state. The Program Manager will review and confirm the test results. Upon confirmation of the certification exam results and the interpreter's attendance at New Mexico Court Interpreter Orientation, the Program Manager will add the interpreter to New Mexico's Directory of Certified Court Interpreters, indicating the state of certification. The Administrative Office of the Court reserves the right to request re-certification of any interpreter seeking reciprocal certification. Interpreters certified in another state and added to New Mexico's roster must maintain certification by meeting New Mexico's continuing education requirements for Certified Court Interpreters. If a person is denied reciprocal certification, the interpreter may appeal the denial to the Language Access Advisory Committee. The decision of the committee will be final. Reciprocal certification will not be granted if the other certifying entity does not grant reciprocal certification of New Mexico certified interpreters.

b. Certified Interpreters – Signed Languages

Certified: Legal Specialist	
Deaf Interpreters	Hearing Interpreters
Conditional Legal Interpreting Permit: Relay (CLIP-R)	Specialist Certificate: Legal (SC:L)
Certified Deaf Interpreter (CDI)	
New Mexico Community License	New Mexico Community License
AA Degree or alternative pathway (BA in 2016)	BA Degree or alternative pathway
AOC Orientation	AOC Orientation
AOC Application	AOC Application
Background check	Background check
2.0 Legal CEUs in each 4-year RID CMP cycle	2.0 Legal CEUs in each 4-year RID CMP cycle
4 hours (.4 CEUs) ethics in each 4-year cycle	4 hours (.4 CEUs) ethics in each 4-year cycle
Certified: Legal Qualified	
Deaf Interpreters	Hearing Interpreters
Certified Deaf Interpreter (CDI)	RID Generalist Certification
New Mexico Community License	New Mexico Community License
Legal Training sufficient for SC:L Written test	Pass SC:L Written Test
AA Degree or alternative pathway (BA in 2016)	BA Degree or alternative pathway
AOC Orientation	AOC Orientation

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AOC Application	AOC Application
Background check	Background check
2.0 Legal CEUs in each 4-year RID CMP cycle	2.0 Legal CEUs in each 4-year RID CMP cycle
4 hours (.4 CEUs) ethics in each 4-year cycle	4 hours (.4 CEUs) ethics in each 4-year cycle
Certified: Legal Apprentice	
Deaf Interpreters	Hearing Interpreters
New Mexico Provisional License	RID Generalist Cert.
CDI Training sufficient to take CDI Written test	New Mexico Community License
AOC Orientation	AOC Orientation
AA Degree or alternative pathway (BA in 2016)	BA Degree or alternative pathway
AOC Application	AOC Application
Background check	Background check
2.0 Legal CEUs in each 4-year RID CMP cycle	2.0 Legal CEUs in each 4-year RID CMP cycle
4 hours (.4 CEUs) ethics in each 4-year cycle	4 hours (.4 CEUs) ethics in each 4-year cycle
No trials or jury	No trials or jury

Additional clarification of requirements:

- The degree requirements follow RID’s established Educational Requirements.
- The 2.0 Legal CEUs per CMP cycle follows RID’s requirement for SC:L holders.
- The 4 hours of ethics each CMP cycle mirrors the requirements established by the AOC for spoken language interpreters.
- Signed language interpreters will submit a copy of their RID CEU Transcript to the AOC at the end of their respective 4-year CMP cycles.

c. Non-Certified Interpreters – Spoken Languages

i. Justice System Interpreters

A New Mexico justice system spoken language interpreter is an individual who has successfully completed the Justice System Interpreting course of study with the New Mexico Center for Language Access (NMCLA). Upon notification of their successful completion from NMCLA the individual will be placed on the AOC Registry of Justice System Interpreters. Interpreters in languages for which there are no standardized national examinations, must complete the mandatory written examination and Oral Proficiency Interviews per AOC Policy (available by request) to be recognized as New Mexico justice system interpreters.

All justice system interpreters must complete a one-day orientation through the New Mexico Administrative Office of the Courts Language Access Services and the required post-certification training in order to be included on the Registry of Justice System Interpreters. Continued inclusion on the Registry is dependent

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upon compliance with New Mexico's continuing education requirements for certified court and justice system interpreters. If a justice system interpreter fails to comply with the yearly continuing education requirements they will be removed from the Registry. All Justice System spoken and signed language Interpreters who work regularly in the courts, must be actively pursuing court interpreter certification within one year of having been placed on the Registry.

ii. Other Interpreters

A spoken language interpreter without state or federal court interpreter certification who is not a Justice System Interpreter (i.e., included on the NM AOC Justice System Interpreter Registry) is considered a non-certified other interpreter.

2. Team Interpreting

a. Spoken Languages

The typical team is comprised of two interpreters who work in tandem, providing relief every 30 minutes. The interpreter engaged in delivering the interpretation at any given moment is called the *active* interpreter. His or her job is to interpret the court proceedings truly and accurately. The other interpreter is called the *support* interpreter. His or her job is to (1) assist the *active* interpreter by looking up vocabulary, or acting as a second ear to confirm quickly spoken names, numbers or other references; (2) assist the *active* interpreter with any technical problems with electronic interpreting equipment, if in use; (3) be available in case the active interpreter has an emergency; and (4) serve as an impartial language expert in the case of any challenge to interpretation at the witness stand.

(Adapted from the NAJIT position paper, "Team Interpreting in the Courtroom," which can be read in its entirety at: http://www.najit.org/documents/Team_Interpreting.pdf)

b. Signed Languages

(Excerpted in its entirety from Registry of Interpreters for the Deaf, Standard Practice Papers: *Team Interpreting*, http://www.rid.org/UserFiles/File/pdfs/Standard_Practice_Papers)

All team members are actively engaged in the process. They may be providing direct interpretation services, actively working between the two languages or functioning in a supporting role. This support is necessary to enhance the team's performance and assure accurate communication takes place and may include: monitoring the overall setting; assuring appropriate and timely transitions; supporting/cueing other team members as needed.

At times, more than one team of interpreters may be needed. Some factors determining the number of interpreters needed are: size of the audience, setting, communication preferences of presenter(s) and audience type, and interactivity of presentation, special communication needs of those in

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attendance (including, but not limited to, the need for tactile, oral or close visual range interpretation) and dynamics of the scheduled events (concurrent sessions, off site tours, etc.)

When two or more interpreters are working together, the team will need a sufficient amount of time prior to the assignment to determine placement, roles and how to provide support to each other.

3. Real Time Court Reporting

This is the same as stenographic court reporting but uses real-time software that translates stenographic symbols into English. As the reporter keys in the stenographic symbols, the software translates and displays them as text simultaneously (in real time) on the computer screen. This method is often referred to as CART (communications access real-time translation) and is often used to assist the hearing impaired.

4. Assessment of Interpreting Need For Deaf Individuals Who Do Not Use Standard American Sign Language

Severe hearing loss presents a complex combination of possible language and communication barriers that traditional ASL/English interpreters are not trained to assess, and it is not within their role to assess. If a deaf or hard of hearing person is having trouble understanding a court interpreter and there is indication or suspicion that the person needs other kinds of supports, a language assessment may be requested by the Court. Conducted by a trained professional who is bi-cultural and bi-lingual and has training in rehabilitation as well as disability/access issues, the assessment shall involve, at a minimum, a face-to-face interview with the person and a determination of what barriers to communication are present and recommendations about supports that could be utilized, within ADA Guidelines, to make access possible. An individual conducting such an assessment should be able to provide documentation of his/her training and experience in working with deaf or hard of hearing individuals who are not fluent in American Sign Language which may be due to cognitive disabilities, emotional or mental health issues, and/or because they primarily use another signed language. Following the assessment, a recommendation shall be provided to the Court regarding how best to provide due process for such an individual.

5. Translations and Transcriptions

a. Translations

Translation is the process by which written text is rendered from one language into another. The original is in written form, and the translation into the other

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language is also produced in written form. In both interpretation and translation, the goal is for the tone, style, and content of the original to be maintained in the rendition into the other language. Sight translation is a hybrid form in which the content of a written text in one language is rendered orally (on sight) into another language.

NOTE: Interpretation and translation, while both language-related, are not identical disciplines. Each requires specific knowledge, training, and practice. Credentialing is different for each domain. Some practitioners are equally adept at both; others specialize in one discipline or the other. Although the public and media often use the terms interchangeably, interpretation refers to the language transfer of oral speech, and translation to the language transfer of written texts. (NAJIT: FAQ, <http://www.najit.org/>)

b. Transcriptions

In a criminal or civil case, a foreign language recording may be introduced into evidence. Such a recording may be audio or video, analog or digital. The contents of the recording are memorialized in a transcript, produced by a language expert at the request of the court, prosecutor, defense counsel, or a law enforcement agency. To be reliable, a forensic transcript must meet stringent requirements. (NAJIT Position Paper: *General Guidelines and Minimum Requirements for Transcript Translation in Any Legal Setting*,") (<http://www.najit.org/Publications/Position%20Papers/Transcript%20Translation.pdf>)

a. USING CERTIFIED INTERPRETERS

When an interpreter is needed, courts shall attempt to obtain a certified interpreter as required by New Mexico statute[s] (38-10-1 NMSA 1978 et seq. and 38-9-1 NMSA 1978 et seq.). Courts should refer to the list of certified interpreters provided by the AOC for spoken and signed language interpreters certified to work in the courts.

Please note, it is not adequate ADA compliance to use an individual “who knows sign language” when an interpreter is sought by a deaf or hard of hearing individual. If a court- certified interpreter or justice system interpreter cannot be located by the court, the court must contact AOC for assistance. Unlicensed signed language interpreters may not provide interpreting services and may be found guilty of a misdemeanor for doing so (see NMSA § 61-34-15).

It may be necessary to reschedule or continue a proceeding until an appropriately certified or otherwise qualified signed or spoken language interpreter can be scheduled for the assignment.

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A list of certified interpreters is available on the judiciary's website (<http://www.nmcourts.gov/newface/court-interp/directory.pdf>).

The AOC is responsible for maintaining the Directory of Certified Court Interpreters and the Registry of Justice System Interpreters. It is the court's responsibility to verify that the interpreter is certified prior to the invoice being approved.

See Attachment A for Step by Step Instructions for Scheduling Interpreters and Attachment B for Instructions for Identifying, Scheduling, and Paying Out-of State Interpreters.

b. USING NON-COURT CERTIFIED INTERPRETERS

A court cannot hire a non-certified interpreter unless "the appointing authority has made diligent efforts to obtain a certified interpreter and has found none to be reasonably available in the judicial district" (38-10-3(B) NMSA 1978 and 38-9-3 NMSA 1978). If the court cannot find a certified interpreter, the court shall contact the AOC and the AOC will assist the court in locating a certified interpreter. If a Certified Court Interpreter cannot be located, efforts will be made to identify a Justice System Interpreter from the AOC Registry of Justice System Interpreters. Only after both these avenues have been exhausted, may a court qualify and retain another interpreter, using the qualifying questions (see Attachment D). The court must make reasonable effort to qualify the interpreter as capable of communicating effectively with the officers of the court and the person for whom the interpreting is being done.

A non-certified court interpreter shall not be used for a juror or for the following types of criminal proceedings if incarceration is possible under statute or ordinance:

- An evidentiary hearing;
- A guilty or no-contest plea proceeding; or
- A trial.

A non-certified court interpreter shall not be used for a juror or for the following types of civil proceedings:

- An evidentiary hearing
- A trial.

If no certified signed language interpreter can be found, courts must use an interpreter with sufficient generalist interpreting credentials and may consult with NMCDHH and AOC in order to find an appropriate interpreter. In the case of signed language interpreters, in order for the court to qualify such an interpreter, the interpreter must provide verification that s/he holds a community license from

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the New Mexico Regulations and Licensing Department and, at minimum, a generalist interpreting certification from RID.

Before scheduling a non-court certified interpreter, the court must request authorization from the Administrative Office of the Courts.

c. USE OF TEAM INTERPRETING AND PROVISION OF BREAKS

1. To avoid court interpreter fatigue and promote an accurate and complete court interpretation, when the court anticipates that a court proceeding requiring a court interpreter for a spoken language will last more than two (2) continuous hours the court shall appoint a team of two (2) interpreters to provide interpretation services for each spoken language.
2. If a situation requires signed language interpreting for over one (1) hour or depending on the situational demands of the proceeding, the court shall appoint a team of at least two (2) court interpreters.
3. For court proceedings lasting less than two (2) hours, the court may appoint one (1) spoken language interpreter but the court shall allow the court interpreter to take breaks approximately every thirty (30) minutes.
4. When two individuals require a signed language interpreter during the same proceeding, two or more signed language interpreters may be appointed regardless of the length of the court proceeding, in consultation with NMCDHH.
5. For jury trials, team interpreting will continue throughout deliberations, with both team members duly sworn and present in the deliberation room.

E. FINANCIAL RESPONSIBILITY FOR INTERPRETER SERVICES

1. The AOC will pay for interpreters in the following situations:
 - a. For a deaf or hard of hearing litigant, juror, observer (when an observer has submitted a request to the court prior to the proceeding), or witness in any type of court proceeding. Title II of the ADA requires local and state courts to provide qualified signed language interpreters or other accommodation to ensure effective communication with deaf and hard of hearing individuals.
 - b. For a non-English speaking person who is a principal party in interest or a witness in any proceeding.

II. PAYMENT POLICIES AND PROCEDURES

A. Payment Schedule

By Interpreter Classification	Fee per Hour for Interpreting	Fee per Hour for Travel Time
Certified Spoken Languages	\$46.00	\$30.00
Certified Signed Languages <ul style="list-style-type: none"> • Certified: Legal Specialist • Certified: Legal Qualified • Certified: Legal Apprentice 	\$60.00 \$50.00 \$25.00	\$40.00 \$35.00 \$15.00
Non-Certified Spoken Languages <ul style="list-style-type: none"> • Justice System Spoken Interpreter • Other Interpreter Spoken Languages (must be pre-authorized by AOC) 	\$25.00 \$10.00	\$15.00 \$10.00
For Other Related Services		
• Sound Files	\$46.00 per hour of transcription	N/A
• Translations	\$46.00 per hour of translation	N/A
• Real Time Court Reporting	Rate must be pre-authorized by AOC	
• Assessment of Interpreter Need (e.g., With a deaf individual who does not use ASL)	Rate must be pre-authorized by AOC	

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All interpreters must have a Department of Finance & Administration (DFA) vendor identification number before receiving payment. Interpreters who provide a New Mexico gross receipts tax number will be paid gross receipts tax.

Interpreters will be paid the greater of the hourly rate or the guaranteed fee, as listed in Section IV C. The time spent interpreting will be rounded to the nearest quarter of an hour.

B. Travel and Parking Reimbursement

An interpreter traveling to an assignment where the roundtrip mileage exceeds 30 miles shall be compensated for mileage at the rate established by the New Mexico Supreme Court and for travel time per the payment schedule. The interpreter must follow a travel route that is reasonable and report odometer readings. Recognized Internet sites, such as Rand McNally and MapQuest are acceptable for establishing point to point mileage. A chart of map miles (city to city) is also attached for reference.

Parking expenses are allowable if incurred while an interpreter is attending court and the court does not provide parking for the interpreter. Original receipts must be submitted.

C. Per Diem for Assignments Requiring Overnight Accommodations

For assignments beginning at 8:00 a.m. or concluding on or after 5:00 p.m., an interpreter may be reimbursed for meals and overnight accommodations if their one-way travel time exceeds one and a half hours (90 minutes). Exceptions may be made with the approval of AOC. Per diem and expenses will be paid at the rate of \$85 per 24-hour period or through submission of actual receipts as allowed in the Mileage and Per Diem Act and the New Mexico Supreme Court.

Interpreters coming in from out-of-state may also receive reimbursement for travel by common carrier, e.g., plane. Plane fare will be reimbursed with the prior approval of the AOC. Train fare cannot exceed the cost of coach airfare.

(See Attachment E for detailed instructions for requesting reimbursement and per diem rates.)

D. Guaranteed Fees

Spoken language interpreters will be guaranteed a two-hour minimum when scheduled for 4 hours or less and a four-hour minimum when the interpreter has been scheduled for a full day for any type of proceeding. The minimum guarantees include all interpreting done within that time frame. In recognition of

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the scarcity of court certified signed language interpreters, signed language interpreters will be guaranteed payment for **all** scheduled hours regardless of the length of the actual assignment.

Interpreters (both spoken and signed language) will not be paid during lunch breaks which are an hour or more in length, unless the interpreter is interpreting for a non-English speaking juror who is sequestered for trial. Interpreters will be paid during breaks that last less than one hour.

To receive the guaranteed minimum of two or four hours, the interpreter must be available (able to appear within 10 minutes) to the court for two or four consecutive hours. If the assignment concludes in less than the guaranteed minimum, the interpreter must notify the court and remain available for other assignments, including non-courtroom assignments. **The interpreter must not leave the courthouse without being excused by their primary court contact, e.g., the presiding judge, chief clerk, or supervising interpreter.** If not dismissed, the interpreter is required to perform whatever related service is requested, e.g. interpreting for other proceedings or translating documents. If dismissed by the presiding judge or other responsible person, the interpreter is entitled to the guaranteed reimbursement in addition to travel time.

E. Guaranteed Payment Due to Cancellation With Less Than 24 Hours Notice

The court that schedules an interpreter shall be responsible for notifying the interpreter of trial cancellations, continuances, re-settings or settlements. If the interpreter does not receive notice 24 hours prior to the scheduled assignment that the interpreter's services are no longer required, the interpreter will be entitled to the guaranteed minimum as described above, i.e. for spoken language interpreters - two hours payment if scheduled for a half-day assignment or less and four hours payment if scheduled for a full day; for signed language interpreters – all scheduled hours, excluding the lunch hour on full day assignments.

F. Providing Notice of Inability to Appear for a Previously Scheduled Assignment

It is the responsibility of the interpreter to provide a minimum of 24 hours notice to a court should the interpreter find that he or she is unable to appear after having accepted an assignment. The interpreter must abide by (except, of course, in the case of an unexpected emergency or sudden illness) the same expectation of notice as the courts. In the absence of specific sanctions, AOC is encouraging courts to avoid scheduling interpreters who repeatedly cancel. AOC will help these courts identify and schedule interpreters who are dependable and who provide adequate notice when unable to fulfill an assignment.

G. COMPLETING AND SUBMITTING INVOICES FOR PAYMENT

1. Steps to Completing the Invoice (see Attachment F for Invoice)

- a. After you complete your invoice, give the invoice to the court for approval by the judge or the judge's designee and routing to the Court's Finance Office. Invoices must be returned to the court for approval within seven days of the date of service. An interpreter on contract must include their contract number on the invoice. Invoices are available for completion on the AOC website. Typed invoices are preferred.
- b. Before forwarding the invoice to the AOC, court personnel will review it for completeness, accuracy, and verification of interpreter certification. Incomplete forms will be returned to the interpreter. District and metropolitan court staff will enter the voucher before sending it to the AOC. The court shall submit the original Certification of Interpretation form (interpreter invoice) to the AOC. The AOC will enter vouchers for the magistrate courts. The court will send the original documents to the AOC and retain a copy for their records.
- c. Be sure to follow-up with the court one week after your invoice has gone to the court's finance office. An interpreter should know when their invoice is sent from the court to AOC.
- d. When your invoice arrives at AOC Fiscal Division it is open, dated and stamped. All calculations are audited and when mistakes are found the invoice is sent back to the court and from the court to the interpreter for corrections. The Fiscal Division cannot make changes. The Department of Finance will not process an invoice with marked changes. Mistakes really slow down the process.
- e. After the audit your vendor identification and all line amounts from each invoice are entered into SHARE, which is the state's financial database for approval by AOC Fiscal. AOC approval can take one to five days.
- f. The approved invoice is printed and copied. The Department of Finance (DFA) receives one original voucher with the invoice and AOC keeps and files a copy of the voucher and the invoice.
- g. Once AOC has your approved invoice, it takes five to ten days for your invoice to be approved by DFA and your warrant cut.
- h. Payment vouchers processed by the AOC for magistrate courts will be sent directly to the interpreter. Payment vouchers for district and metropolitan courts will be sent to the court for distribution.

2. How to Ensure Proper Submission of the Invoice and Prompt Payment

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- a. Complete your invoice, make sure you have signed it, and turn it in to the court on the day of service.
- b. Avoid careless mistakes when completing your invoice.
- c. Check with the court one week after you submit your invoice to see that it has been sent to AOC.
- d. Set up direct deposit. Your money will reach your bank account about one week quicker. To do this, call Heather Nash, 505-827-5016.
- e. Keep excellent records about when you submit an invoice and when it leaves the court for AOC.
- f. Send your specific problems by e-mail to AOC, aocpjs@nmcourts.gov. Provide as much information as possible regarding date of service, date invoice submitted, date sent to AOC.

3. Avoiding Problems Before Submitting An Invoice

- a. Reporting Mileage: Remember mileage is not reported in fractions of miles. When an interpreter travels to the same court twice in one day, list all four odometer readings, starting and ending readings in the morning and in the afternoon on the same invoice (you'll be able to squeeze it in). Show the total miles for a.m. and p.m. and then total these for the total miles driven for the day.

When an interpreter travels to courts in different cities on the same day, it is probably easiest to complete a separate invoice for each city. The mileage would then be round trip from city to city. For example, round trip to El Paso from Alamogordo, charged to El Paso; round trip from Alamogordo to Las Cruces charged to Las Cruces. This also applies to travel time, as travel time is based on the total amount of miles driven.

- b. Mistakes: DFA (the Department of Finance & Administration) will not accept a form with mistakes and corrections. If a mistake is made when completing an invoice, START OVER! An invoice sent in with mistakes crossed-out and corrections added, will be returned to the court slowing down payment. Round to the nearest quarter hour, this does not always mean up.
- b. Vendor Identification: Only use your DFA vendor ID number, which is printed on the check stub of every payment you receive. Do not put your social security number anywhere on the invoice.

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- d. Paper and Pen: Use only white paper for your invoice. Do not use red ink. Blue and black inks are acceptable.

5. CONTRACTING

Courts are encouraged to contract for certified interpreter services. The AOC will assist in the publishing of a Request for Proposal and contract award. Prior to advertising for or entering into a contract for interpreter services the court shall conduct the AOC for approval. The payment rate for contracted services shall not exceed those stipulated in Section II A. of this document unless exceptional circumstances exist and the AOC has given prior approval.



Arthur W. Pepin, Director, NM Administrative Office of the Courts

Effective: September 1998

Revised: May 1998

Revised: February, 2004

Revised: July, 2006

Revised: August, 2007

Revised: January, 2009

Revised: January, 2011 (Payment Policies)

Revised: October, 2012 (General Standards)

Attachment A

Step by Step Instructions for Scheduling Interpreters

New Mexico State Courts Step by Step Directions for Scheduling Certified Court Interpreters or Justice System Interpreters (September 2012)

1. When a *spoken* language court interpreter has been requested, first go to the NM Directory of Certified Court Interpreters and Registry of Justice System Interpreters: <http://www.nmcourts.gov/newface/court-interp/directory.pdf>

Interpreters are listed in the directory and registry by location and language. Please note that spoken language Justice System Interpreters may only interpret for proceedings, which cannot result in jail time. They may not interpret for jurors.

When a signed language interpreter has been requested, contact Aimee Rivera, aocaxr@nmcourts.gov or 505-841-7470.

2. If a proceeding is expected to involve more than two hours of constant interpreting, you will need to schedule two interpreters for the assignment.
2. Begin by calling interpreters in your city or town. If you cannot locate a certified Spanish court interpreter or you need an interpreter on very short notice, please send a notice to Renee Lovato, aocrjl@nmcourts.gov, requesting that she send a message to all interpreters regarding the assignment (cc: aocpjs@nmcourts.gov).

Do this right away. The more notice we can provide regarding your assignment the better chance of finding the interpreters you need.

You must include the following information in this notice:

- Type of case and proceeding, e.g., murder trial or domestic violence hearing;
- Language needed;
- Number of interpreters required (for single proceedings expected to last more than two hours, two interpreters must be scheduled);
- Where and when the interpreter is to report (date, time, place);
- Expected length of assignment or assignments (may be more than one on same day or consecutive days);
- Person to contact at the court to accept assignment.

Renee will distribute this notice to all NM Certified Court and Justice System Interpreters who will contact you directly if they can accept the assignment.

4. If you need an interpreter in a language other than Spanish and there is not an interpreter listed in the Directory or the interpreter listed is not available, please contact Pam Sánchez, aocpjs@nmcourts.gov, or 505-827-4822. She will provide you with names and contact information of certified or qualified court interpreters in other states or approve the use of Certified Languages International (CLI) depending on the nature and length of the proceeding for which the interpreter is needed.
5. If you are using an out-of-state interpreter for telephonic (other than CLI) or in-person interpreting, they must have a New Mexico Vendor ID #. They can contact Heather Nash, AOC Fiscal, directly, aochal@nmcourts.gov. All interpreters in-state or out-of-state should submit their bill on the Interpreter Invoice Form included in the Interpreter Payment Policies and Procedures. The invoice is also available as an Excel document on the nmcourts website.
6. If the interpreter(s) will be traveling by commercial transportation and/or staying overnight on the assignment for your court, the interpreter or the court must contact Pam Sánchez, aocpjs@nmcourts.gov, or 505-827-4822, for approval. The overnight expenses worksheet and directions can be found at:

Worksheet: http://www.nmcourts.gov/newface/court-interp/guidelinesandpolicies/travel_expense_worksheet.pdf

Instructions: http://www.nmcourts.gov/newface/court-interp/guidelinesandpolicies/overnight_expense_reimbursement_request.pdf

Prior approval is required for reimbursement of overnight expenses for all interpreters.

Attachment B

Instructions for Identifying, Scheduling and Paying Out-of-State Interpreters

New Mexico Administrative Office of the Courts
INSTRUCTIONS
IDENTIFYING, SCHEDULING, AND PAYING OUT-OF-STATE INTERPRETERS
(TELEPHONIC OR IN-PERSON)

IDENTIFYING AND SCHEDULING THE INTERPRETER

1. If you need an interpreter in a language other than Spanish and there is not an interpreter listed in the Directory or the interpreter listed is not available, please contact Pam Sánchez, aocpjs@nmcourts.gov, or 505-827-4822. She will provide you with names and contact information of certified or qualified court interpreters in other states.
2. Depending on the nature and length of the proceeding for which the interpreter is needed, you may be asked to consult with the judge regarding approval for the interpreter to appear telephonically or AOC may approve the use of Certified Languages International (CLI).
3. If none of the interpreters on the list provided by AOC is available when needed, please contact AOC again. Contact information for additional interpreters will be provided or, if none are available, it may be necessary to reschedule the proceeding in order to make arrangements with an interpreter on the original list.
4. When you have identified and scheduled the interpreter from the list provided, discuss the New Mexico interpreter fees with the interpreter. NM rates are \$30.00 per hour for travel time and \$46.00 per hour for interpreting time.
5. Often out-of-state interpreters in languages of lesser diffusion charge more than this or require half or full-day guarantees. If the interpreter requests more, let them know that you will have to secure AOC's approval. Then contact Pam Sánchez for approval. She will either approve the rate or she may call the interpreter directly to negotiate a better rate.
6. Once AOC has confirmed the fee and approved the appointment of the interpreter, you will receive a written confirmation notice, which must be placed in the case file. When you have received the confirmation notice, you can notify the interpreter and proceed.

MAKING TRAVEL ARRANGEMENTS AND PAYING THE INTERPRETER

1. All interpreters in-state or out-of-state should submit their bill on the Interpreter Invoice Form included in the 2011 Interpreter Payment Policies and Procedures. (Link in #4 below)
2. All interpreters must have a New Mexico Vendor ID # before their invoice for payment can be processed. Please inform the interpreter that in order to be paid they need to proceed to secure this number as soon as possible by contacting Heather Nash, at aochal@nmcourts.gov.
3. If the interpreter(s) will be traveling by commercial transportation and/or staying overnight on the assignment for your court, please follow these steps. As questions come up, please feel free to contact Pam Sanchez, or if she is not available, Georgia Vigil with questions or concerns.
 - a. You should already have AOC's approval because you've contacted AOC regarding the need to find and schedule an interpreter from out-of-state.
 - b. Either you or the interpreter can make the necessary travel arrangements. Either way, the DFA travel requirements must be followed. Please see attached.
 - c. It is possible for the court to make the air and hotel arrangements. Just be sure to confirm that the related charges can be billed directly to the court via a Purchase Order. This means the hotel must already have a state vendor identification number. All travel expenses will be reimbursed by the Jury Witness Fund. Magistrate Courts, please get in touch with Georgia Vigil, aocgav@nmcourts.gov, regarding the purchase order request, prior to reservations being made. District Courts' Finance staff should prepare the purchase document and then contact Lydia Romero, aoclmr@nmcourts.gov for purchase order approval.
 - d. Do not make airline reservations until you have secured a purchase order from Georgia Vigil, aocgav@nmcourts.gov (Magistrate Courts) or secured P.O. approval from Lydia Romero, aoclmr@nmcourts.gov (District Courts). Airline tickets should be refundable in case the proceeding is canceled or continued. If the court is making the airline reservations, please use either Aquila Travel (505-828-9113/800 595-6257) or International Tours & Cruises (Albuquerque) (1-888-303-8687).
 - e. The court can usually best determine the most convenient hotel. Just make sure when making the reservation that the hotel will take a PO and also be sure to note the cancellation deadline so that, should the proceeding not be held as scheduled, the hotel can be canceled without charge. Again, contact Georgia Vigil,

aocgav@nmcourts.gov to secure a purchase order prior to making hotel reservations.

4. The following are links to the itemized expense worksheet, instructions for submitting requests for travel expense reimbursement, and the interpreter invoice.

Worksheet: http://www.nmcourts.gov/newface/court-interp/guidelinesandpolicies/travel_expense_worksheet.pdf

Instructions: http://www.nmcourts.gov/newface/court-interp/guidelinesandpolicies/overnight_expense_reimbursement_request.pdf

Invoice: <http://www.nmcourts.gov/newface/court-interp/guidelinesandpolicies/FinalInvoiceJan2011.xlsx>

Attachment C

Continuing Education Policy and Form Background Check Policy and Waiver



**Continuing Education Requirements
for
Certified Court Interpreters and Justice System Interpreters**

I. Purpose

Becoming and remaining a skilled interpreter in the courtroom is an ongoing process that is not completed with certification. Certified interpreters should always be working to improve their legal knowledge, their English language and grammar skills, and their language and grammar skills in their certified language.

In order to promote and enhance this continuing education process the New Mexico Supreme Court Interpreter Advisory Committee has adopted these continuing education rules that apply to all New Mexico interpreters, and all federally certified interpreters who seek reimbursement at the state certified or justice system interpreter rates.

II. Reporting Requirements

- A. This Continuing Education rule becomes effective January 1, 2009. The deadline for reporting completion of required continuing education will be December 31st each year.
- B. All certified and justice system interpreters must fulfill these continuing education requirements. If these requirements are not met, the interpreter will be reimbursed at the non-certified rate until these requirements are met.
- C. All newly certified interpreters shall have until December 31st of the year after certification to fulfill his or her initial continuing education requirement. After that initial education period, the newly certified interpreter will complete the continuing education each year by December 31st.
- D. The Administrative Office of the Courts will prepare and distribute standard reporting forms to use when reporting continuing education. All continuing education documentation shall be mailed or faxed to:
Administrative Office of the Courts Interpreter
Services Continuing Education 237 Don Gaspar,
Room 25 Santa Fe, NM 87501 505 824-4824 (fax)

E. The certified interpreter shall provide adequate documentation of successful completion of the continuing education requirement. Documentation may include certificate of completion, transcript or grade report, or proof of membership and meeting attendance.

III. Annual Continuing Education Requirements

Membership in a Professional Interpreter Association

Each certified interpreter shall belong to at least one professional association related to interpreting. Qualified organizations include:

1. American Translators Association www.atanet.org
2. National Association of Judiciary Interpreters and Translators www.najit.org
3. New Mexico Translators and Interpreters Association w.cybermesa.com/~nmtia
4. El Paso Interpreters and Translators Association www.metroplexepita.org
5. Navajo Interpreters Association (NIA)
6. The Registry of Interpreters for the Deaf (for signed language interpreters only) www.rid.org
7. Other organizations may be approved by the Language Access Advisory Committee on a case-by-case basis.

Participation in Interpreter Relevant Education or Training

In addition to membership in a professional association, each person shall also complete twenty (20) hours of AOC-approved professional education, including at least two hours of ethics related training, every two years, effective January 1, 2011. There are several options available to meet this requirement including, but not limited to:

1. Attend and participate in the New Mexico Interpreters' Annual Conference, an AOC or New Mexico Center for Language Access professional development opportunity, or a nationally recognized interpreter related conference or
2. Successfully complete a relevant course at an accredited community or four year college. This must be a course for credit for at least 3 credit hours and is relevant to interpreting or legal issues or
3. Successfully complete a continuing legal education course approved by the New Mexico State Bar Association of at least three credit hours and relevant to interpreting or legal issues.
4. Develop and present a workshop on interpreting and/or translation to interpreters to receive credit for the same number of continuing education hours as a participant in that workshop. The instructor may only receive continuing education credit for the same workshop one time.

III. Qualifying a Course for New Mexico Continuing Education Credits

A provider of professional education may request pre-approval for New Mexico continuing education hours by providing the AOC with the following information for the course or training event:

1. Topic/s with Content Outline;

2. Trainer/s Resume;
3. Training Hours by Topic.

Relevant subject matter includes: professional issues, terminology, translation, legal issues, modes of interpreting, and cultural awareness. If a person or organization wishes to receive continuing education credit for courses outside these general areas, the request will be forwarded to the Language Access Advisory Committee for approval.



Arthur W. Pepin, Director, Administrative Office of the Courts

Rev. 11/12/2010; Effective January 1, 2011
Rev. 09/13/2012; Effective November 1, 2012

**New Mexico Administrative Office of the Courts
Court Interpreter Services
Continuing Education Verification Form
For 2012**

To maintain NM Court Interpreter Certification, interpreters must complete the information below and attach the appropriate documentation. *The requested attachments must be included when returning this form.* The contact information below will be used to update the Certified Court Interpreters Directory. This completed form with documentation, if not already submitted, must be returned by December 1, 2012 to Renee Lovato, Administrative Office of the Courts, 237 Don Gaspar, Room 25, Santa Fe, NM 87501. Upon receipt of this information, you will be issued your 2013-2014 Identification Badge.

Name: _____

Address: _____

E mail Address: _____

Phone Numbers: Day _____ Evening _____ Mobile _____

1. Verification of Membership in a Professional Interpreters Association (state or national)

Name of Association: _____

Current Membership Expires: _____

Please attach a copy of your membership card, indicating membership expiration date.

2. Verification of Attendance at an Interpreters Conference, Class or related Educational Offering (e.g., legal education through the State Bar)

Title of Conference or Class Attended: _____

Dates Attended: _____

Hours Attended: _____

Sponsoring Agency or Institution: _____

Contact Information for Sponsoring Agency or Institution: _____

Please attach a certificate of attendance which indicates the dates attended and the sponsoring agency or institution.

Administrative Office of the Courts

Supreme Court of New Mexico

Arthur W. Pepin, Director
Patrick Simpson, Deputy Director



237 Don Gaspar, Room 25
Santa Fe, NM 87501
(505) 827-4800
(505) 827-4824 (fax)
www.nmcourts.gov

NEW MEXICO COURT INTERPRETER BACKGROUND CHECK POLICY AND FINGERPRINT CARD POLICY

Candidates for court interpreter certification who have passed the written and oral examinations required for certification as a New Mexico Court Interpreter and New Mexico Center for Language Access qualified Justice System Interpreters must submit an application and complete an NCIC (National Crime Information Center) background check (Triple III), and submit completed finger print card. Upon submission of an application, the AOC shall give the candidate fingerprint cards and a waiver form. It is the candidate's responsibility to go his/her local law enforcement agency or to the Department of Public Safety's office in Santa Fe, 4491 Cerillos Road, for fingerprinting. Costs for fingerprinting are the responsibility of the applicant. The fingerprint card and the waiver form must be returned to the AOC within two weeks of submission of the application. The AOC will then obtain a background with the fingerprints.

Subsequently, every two years, the Administrative Office of the Courts will complete a name-only NCIC background check, not requiring fingerprints, for all interpreters who have successfully completed the NCIC (Triple III) background check and are included in the New Mexico Directory of Certified Court Interpreters and Justice System Interpreters.

1. Any candidate who refuses to comply with this Policy shall not be certified as a New Mexico court interpreter.
2. The Administrative Office of the Courts will accept NCIC (Triple III) background check results from other agencies when the background check has been completed within one year of its submission to the Administrative Office of the Courts in compliance with this Policy and provided that a full copy of the report is provided to the Administrative Office of the Courts by the agency initiating the background check.
3. Any information obtained shall be marked "CONFIDENTIAL" and shall not be used for any purpose other than the application for court interpreter certification or any process related to certification.
4. No information obtained from the background check shall be given to any person, firm, or corporation.

5. If information obtained does not indicate a need for further action, pending the results of the candidate's reference checks, we will notify the applicant of his/her certification, inclusion in the New Mexico Directory of Certified Court Interpreters, and time and place of swearing in.
6. If relevant adverse information, which is determined to directly impact the applicant's appropriateness for providing court interpreting, is confirmed, we will inform the applicant and allow forty-five (45) days from notification to clarify the findings.
7. The Administrative Office of the Courts is prohibited from sharing with the applicant any information obtained from the NCIC background check or finger print cards. The applicant may obtain a copy of these criminal history reports directly from the Department of Public Safety. The costs of obtaining a copy of these reports are the responsibility of the applicant.
8. The applicant's criminal history and his/her clarifying information will be reviewed by the Court Services Division Director. The Court Services Division Director in consultation with the Statewide Program Manager will consider the relevance of the criminal history to the profession of court interpreting, the period of time since the conviction date (s) and any evidence of rehabilitation submitted by the candidate.
9. Based upon its review, the Court Services Division Director will decide whether to grant or deny New Mexico Court Interpreter Certification. If the Court Services Division Director denies certification based on a candidate's criminal history, the candidate may appeal the Court Services Division Director's decision to the Director of the Administrative Office of the Courts by filing a written appeal with the Administrative Office of the Courts within thirty (30) calendar days of the date of the Court Services Division Director's decision.
10. The Director of the New Mexico Court Administrative Office of the Courts shall hear the appeal solely on the written information in the candidate's application file, including information submitted by the candidate, unless, in the Director's sole discretion, he permits the candidate to file additional written information. The Director of the Administrative Office of the Courts shall issue a written decision on the candidate's appeal within 45 days of submission of the appeal.
11. Each candidate will be required to sign the Waiver Authorization form.



Arthur W. Peppin, Director
New Mexico Administrative Office of the Courts

Effective: November 1, 2009
Revised: May 14, 2010

Attachment D

Qualifying the Interpreter

4-114. Suggested questions for assessing qualifications of proposed court interpreter.

[For use with District Court Rule 1-103, Magistrate Court Rule 2-113, Metropolitan Court Rule 3-113, and Evidence Rule 11-604 NMRA]

SUGGESTED QUESTIONS FOR PROPOSED COURT INTERPRETERS ¹

1. Do you have any particular training or credentials as an interpreter?
2. What is your native language?
3. How did you learn English?
4. How did you learn [the foreign language]?
5. What was the highest grade you completed in school?
6. Have you spent any time in the foreign country?
7. Did you formally study either language in school? Extent?
8. How many times have you interpreted in court?
9. Have you interpreted for this type of hearing or trial before? Extent?
10. Are you familiar with the code of professional responsibility for court interpreters?
Please tell me some of the main points (e.g., interpret everything that is said).
11. Are you a potential witness in this case?
12. Do you know or work for any of the parties?
13. Do you have any other potential conflicts of interests?
14. Have you had an opportunity to speak with the non-English speaking person informally? Were there any particular communication problems?
15. Are you familiar with the dialectal or idiomatic peculiarities of the witnesses?
16. Are you able to interpret simultaneously without leaving out or changing anything that is said?
17. Are you able to interpret consecutively?

USE NOTE

This list of proposed question is taken from Court Interpretation: Model Guides for Policy and Practice in the State Courts; Chapter 6, Judges Guide to Standards for Interpreted Proceedings; NCSC, 9/4/2002. The list of questions is not mandatory nor exclusive, and the judge retains the discretion to inquire into any subject matter necessary to determine whether the proposed court interpreter is qualified to serve.

[Adopted by Supreme Court Order No. 12-8300-021, effective for all cases filed or pending on or after January 1, 2013.]

Attachment E

Requesting Reimbursement for Overnight Expenses

INSTRUCTIONS FOR REQUESTING REIMBURSEMENT OF OVERNIGHT EXPENSES

1. Accurately complete worksheet – Itemized Schedule of Interpreter Travel Expenses. Work sheet must include name, phone, and signature of Court Contact approving invoice.
2. Mileage reimbursement rate is \$.41 per mile. If claiming reimbursement for actual mileage or map miles, mileage must be itemized by each day of travel if trip is repeated. (See Map Miles next page)
3. Maximum allowance for odometer reading is 30 miles per trip over map miles.
4. The standard per diem rate is \$85.00 per 24 hour period including lodging and meals. If you are required to stay in Santa Fe, the per rate is \$135.00 including lodging and meals.
5. You may either claim the per diem rate or request reimbursement for actual expenses, but you cannot combine the two, e.g., first 24 hour period – per diem rate, second 24 hour period – actual with receipts.
6. Actual expenses for meals are limited to a reimbursement maximum of \$30.00 per 24 hour period. Keep all receipts for reimbursement. Items not approved for reimbursement are: liquor, movie rentals, personal phone calls, and parking tickets. Reimbursement for lodging is limited to a maximum of \$215.00.
7. Attach receipts with scotch tape on an 8.5” x 11” sheet of paper. **Do not write on receipts and do not tape over any of the print on the receipt. (See Sample)**
8. Gratuities (tips) may be reimbursed up to \$6.00 per day in addition to the \$30.00 maximum.
9. If meals exceed \$30.00 per day or tips exceed \$6.00 per day, entire amount spent must be accompanied by receipts.
10. If your last day of travel is less than an 24 hour period, you may request reimbursement as follows. No reimbursements for actual expenses during this partial day of travel will be granted. (See Sample)

	Per Diem	Tips
For 2 hours but less than 6 hours:	\$12.00	\$2.00
For 6 hours but less than 12 hours:	\$20.00	\$4.00
For 12 hours or more:	\$30.00	\$6.00

Attachments:

Map Miles Chart
Proper Submission of Receipts
Sample Worksheet - Itemized Schedule of Interpreter Travel Expenses

If your city is not on this map you **must** go to RandMcNally.com. Enter city to city to get mileage. Print the page that gives the mileage and submit it with your travel voucher.

TABLE OF DISTANCES

The mileages given below were computed over the shortest and most feasible routes between points indicated. In case two routes are of equal length, the routes following the State or Federal route is given.

All distances are listed to the nearest mile. Individual County General Highway Maps are available at a nominal cost from the New Mexico State Highway & Transportation Department and should be referred to for fractional mileages and other detailed information. Map orders should be addressed to: Secretary of Highway & Transportation, New Mexico State Highway & Transportation Department, P.O. Box 1149, Santa Fe, New Mexico 87504-1149, attention, Duplicating Services Director.

ELEVATION IN FEET	Alamogordo	Albuquerque	Artesia	Carlsbad	Clayton	Clovis	Deming	Farmington	Gallup	Hobbs	Las Cruces	Las Vegas	Lordsburg	Los Alamos	Portales	Raton	Roswell	Santa Fe	Santa Rosa	Silver City	Socorro	Truth or Conseq.	Tucumcari	Vaughn		
Alamogordo	4,335	—	207	110	146	346	227	127	389	327	187	68	239	187	255	208	345	117	221	176	180	134	291	137	235	139
Albuquerque	5,000	207	—	239	275	273	219	233	182	138	315	223	123	282	93	227	224	199	59	114	238	77	129	149	173	104
Artesia	3,380	110	239	—	36	311	150	237	421	377	77	178	232	297	266	131	338	40	232	169	290	205	302	247	200	135
Aztec	5,650	384	177	416	452	371	396	410	14	136	492	400	258	444	188	404	304	376	194	291	408	254	209	326	350	281
Belen	4,800	177	34	246	282	307	227	199	216	150	322	189	157	248	127	235	258	207	93	148	204	43	163	115	207	111
Bernalillo	5,050	222	15	254	290	259	234	248	166	153	330	238	109	297	79	242	210	214	45	129	253	92	115	164	188	119
Carlsbad	3,110	146	275	36	—	346	178	267	457	413	69	208	268	327	302	159	374	76	268	205	320	241	338	282	236	171
Carrizozo	5,426	58	149	129	165	288	197	185	331	269	205	126	181	245	197	180	287	89	163	118	217	76	233	128	177	81
Chama	7,860	327	165	338	374	283	319	398	113	235	414	388	170	447	100	327	216	298	106	213	403	242	121	314	272	203
Cimarron	6,430	331	183	324	360	108	220	416	268	321	348	399	92	465	120	239	41	284	124	155	421	260	54	332	163	192
Clayton	5,050	346	273	311	346	—	168	473	376	411	296	414	150	533	228	187	83	271	214	170	500	339	162	411	111	207
Cloudcroft	8,650	19	220	91	127	359	226	146	402	340	168	87	252	206	268	207	358	116	234	189	199	147	304	156	248	152
Clovis	4,270	227	219	150	178	168	—	354	401	357	128	295	168	414	246	19	234	110	212	105	407	248	246	320	83	11
Deming	4,331	127	233	237	267	473	354	—	415	309	314	59	356	60	326	335	457	244	292	303	53	156	362	85	362	26
El Paso, Tex.	3,500	86	266	196	164	432	313	102	448	382	233	44	325	162	341	294	431	203	307	262	155	189	377	118	321	225
Espanola	5,590	246	84	257	293	209	237	317	174	222	333	307	89	366	19	245	142	217	25	132	322	161	47	233	191	122
Estancia	6,100	153	54	201	237	262	182	244	236	192	277	221	112	293	102	190	218	161	68	94	249	88	138	160	153	66
Farmington	5,395	389	182	421	457	376	401	415	—	122	497	405	263	418	193	409	309	381	199	296	378	259	214	331	355	286
Ft. Sumner	4,060	195	159	124	160	193	60	322	341	297	177	263	108	382	186	68	214	84	152	45	349	188	186	260	82	56
Gallup	6,510	327	138	377	413	411	357	309	122	—	453	339	261	296	231	365	362	337	197	252	256	193	267	265	311	242
Grants	6,460	267	78	317	353	351	297	289	182	60	393	279	201	338	171	305	302	277	137	192	294	133	207	205	251	182
Hagerman	3,420	129	223	19	55	295	134	256	405	361	92	197	216	316	250	115	322	24	216	153	309	189	286	241	184	119
Hatch	4,055	101	186	211	245	448	328	47	368	302	288	37	309	107	279	309	410	216	245	277	98	109	315	38	337	240
Hobbs	3,625	187	315	77	69	296	128	314	497	453	—	255	285	374	342	109	362	116	308	222	367	281	363	324	200	211
Hurley	5,700	165	235	275	305	497	392	38	409	287	352	97	358	59	328	373	459	282	294	327	15	158	364	87	386	290
Las Cruces	3,896	68	223	178	208	414	295	59	405	339	255	—	307	119	316	276	413	185	282	244	112	147	352	75	303	207
Las Vegas	6,435	239	123	232	268	150	168	356	263	261	285	307	—	405	98	176	106	192	64	63	361	200	78	272	106	100
Lordsburg	4,245	187	282	297	327	533	414	60	418	296	374	119	405	—	375	395	506	304	341	363	44	205	411	134	422	326
Los Alamos	7,410	255	93	266	302	228	246	326	193	231	342	316	98	375	—	254	161	226	34	141	531	170	66	242	200	131
Los Lunas	4,850	187	24	256	292	297	237	209	206	140	332	199	147	258	117	245	248	216	83	138	214	53	153	125	197	121
Lovington	3,910	175	293	65	72	274	106	302	475	431	22	243	263	362	320	87	340	94	286	200	355	259	341	312	178	189
Magdalena	5,575	161	104	232	268	366	275	183	286	220	308	173	227	232	197	283	328	192	163	196	188	27	233	99	255	159
Mora	7,200	269	153	262	298	180	198	386	239	291	315	337	30	435	91	206	136	222	94	93	391	230	48	302	136	130
Mountainair	6,495	154	78	202	238	274	183	221	260	194	278	211	135	270	125	191	241	162	91	104	226	65	161	137	163	67
Portales	4,010	208	227	131	159	187	19	335	409	365	109	276	176	395	254	—	253	91	220	113	388	256	254	308	91	124
Raton	6,640	345	224	338	374	83	234	457	309	362	362	413	106	506	161	253	—	298	165	169	462	301	95	373	177	206
Red River	8,750	327	165	338	374	148	260	398	250	303	388	388	114	447	102	279	81	298	106	177	403	242	36	314	203	203
Reserve	5,749	263	206	334	370	468	377	152	309	187	410	211	329	143	299	385	430	294	265	298	99	129	335	189	357	261
Roswell	3,570	117	199	40	76	271	110	244	381	337	116	185	192	304	226	91	298	—	192	129	297	165	262	217	160	95
Roy	5,900	315	199	292	328	89	149	432	339	337	277	383	76	481	174	168	85	252	140	139	437	276	125	348	92	176
Ruidoso	6,900	46	191	111	147	330	181	173	373	311	187	114	223	233	239	162	329	71	205	160	226	118	275	170	219	123
Santa Fe	7,000	221	59	232	268	214	212	292	199	197	308	282	64	341	34	220	165	192	—	107	297	136	70	208	166	97
Santa Rosa	4,600	176	114	169	205	170	105	303	296	252	222	244	63	363	141	113	169	129	107	—	330	169	141	241	59	37
Silver City	5,900	180	238	290	320	500	407	53	378	256	367	112	361	44	331	388	462	297	297	330	—	161	367	90	389	293
Socorro	4,617	134	77	205	241	339	248	156	259	193	281	146	200	205	170	256	301	165	136	169	161	—	206	72	228	132
Springer	5,800	306	190	299	335	83	195	423	293	328	323	374	67	472	145	214	39	259	131	130	428	267	79	339	138	167
Taos	6,965	291	129	302	338	162	246	362	214	267	363	352	78	411	66	254	95	262	70	141	367	206	—	278	184	167
Tierra Amarilla	7,460	312	150	323	359	268	303	383	124	246	399	373	155	432	85											

Samples: Receipts that are Acceptable

Applebee's Santa Fe
 Neighborhood Grill & Bar
 4246 Cerrillos Rd.
 Santa Fe, NM 87505
 (505) 479-7551

FAMOUS MON (505) 424-0880
 VILLA LINDA HALL
 SANTA FE NM 87505
 DATE 03/02/2004 TUE TIME 12:26

SAMUEL V TB:#084
 DATE: 03-02-04 TIME: 12:26 GUESTS: 2

2 COURSE DNE	\$5.88
MED DRINK	\$1.02
SUB TOTAL	\$7.12
2.00xITEMS	
TAX	\$0.45
TOTAL	\$7.13
CASH	\$8.00
CHANGE	\$0.87
CLERK	No. 042694 00000

1 WATER	0.00
1 CHIX BROO ALFRE	6.49
1 MORITA PERFECT	6.25

844
 tax 1.51
 9.06
 ←

Check TOTAL: 14.74
 TAX: 0.99

Total Due: 15.73

Duplicate # 7

 Thank You for choosing Applebee's in Santa Fe. We hope you enjoyed your visit and would love to hear any feedback you have. Feel free to drop a comment card in the drop box by the front door. I will respond to you.

ALBERTSONS
 PREFERRED SAVINGS CARD

3/04/04 18:21 0987 02 0255 117

SIERRA MIST	1.19 B
CANDY	1.59 B
0.46 LB @ .59 /LB	
WT BANANA YELLOW	.27 B
**** TAX .20 BAL	3.25
DEBIT CARD	3.25
CHANGE	.00

 TOTAL NUMBER OF ITEMS SOLD = 3

WENDY'S
 OLD FASHIONED HAMBURGERS
 SANTA FE, NEW MEXICO

#124	OUT
1 SCVCHIV	.99
1 CKIN BLT	4.39
HONEY NS	

TXTL	.36
TOTL	5.74
CASH	20.00
CHNG	14.26

THANK YOU - VISIT AGAIN

SIGN UP AND SAVE!
 ASK ABOUT THE ALBERTSON'S
 PREFERRED SAVINGS CARD

ALBERTSONS. HELPING MAKE
 YOUR LIFE EASIER.

WWW.ALBERTSONS.COM

INTERPRETER'S NAME: **Jose Casablanca** RESIDENCE: **6521 My Street Las Cruces, NM**

VENDOR CODE: **0000012345** CAR LICENSE NUMBER: **JOE 421** RESIDENCE CAR YEAR: **2005**

CAR MODEL: **Honda**

CHARACTER OF EXPENDITURES: _____

After this form is completed and signed by interpreter and court contact, please transfer total expenses by category to NM Certification of Interpreter Services and Invoice

DATE	TIME SHOW AM OR PM		Enter Destination, Name of Court, Type of Proceeding and/or Case Number	ODOMETER READINGS			AMOUNTS		
	DEPARTURE	ARRIVAL		ENTER START & FINISH	NO. OF MILES	MILEAGE	PER DIEM	MISCELLANEOUS	TOTALS
06/12/10	6:00 a.m.		Las Cruces to Santa Fe District Court	Map Miles	\$90.24			\$90.24	
6/12- 6/14			Hotel - \$180.60 Receipt Attached Lunch 6/12 \$6.26 Lunch 6/12 Tip 1.00 Dinner 6/12 \$12.08 Dinner 6/12 Tip \$2.00 Breakfast 6/13 \$8.15 Breakfast 6/13 Tip \$1.00 Lunch 6/13 \$10.00 Dinner 6/13 15.35 Dinner 6/13 Tip \$2.50 Breakfast 6/14 \$4.50 Lunch 6/14 \$8.55		\$180.60 \$6.26 \$12.08 \$30.00		\$1.00 \$2.00 \$1.00	\$180.60 \$6.26 \$1.00 \$12.08 \$2.00 \$30.00 \$1.00	
06/14/10		5:00 p.m.	Santa Fe to Las Cruces Partial Day Per Diem	Map Miles	\$90.24			\$90.24 \$20.00	
TOTALS				564	\$180.48	261.99	6.50	448.97	

APPROVED RATES: ACTUAL

Receipts must be attached if claiming parking, meals, hotel, or commercial travel; This schedule must have AOC Approval if submitted by an out-of-state interpreter.

APPROVED BY: _____
 Court Contact: **I.M. Happy**
 Phone: **505-111-1111**
 Signature of Court Contact: _____
 Account: **Jury Witness Fund**

I, **Jose Casablanca** do solemnly swear that the above claim for reimbursement is just and true in all respects and complies with the DFA Regulations Governing the Per Diem and Mileage Act.

PAYEE SIGN HERE: **Jose Casablanca** DATE: **6/16/10**

**ITEMIZED SCHEDULE
OF INTERPRETER TRAVEL EXPENSES**

PAGE	DATE
AGENCY CODE	VOUCHER NUMBER
218	

AGENCY NAME **New Mexico Administrative Office of the Courts**

INTERPRETER'S NAME	CAR LICENSE NUMBER	RESIDENCE
VENDOR CODE	CAR MODEL	CAR YEAR

After this form is completed and signed by interpreter and court contact, please transfer total expenses by category to NM Certification of Interpreter Services and Invoice

DATE	TIME SHOW AM OR PM		CHARACTER OF EXPENDITURES <small>Enter Destination, Name of Court, Type of Proceeding and/or Case Number</small>	ODOMETER READINGS		AMOUNTS			TOTALS
	DEPARTURE	ARRIVAL		ENTER START & FINISH	NO. OF MILES	MILEAGE	PER DIEM	MISCELLANEOUS	

Approved By:
 Court Contact: _____
 Phone: _____
 Signature of Court Contact _____
 Account: Jury Witness Fund

PER DIEM IS BASED ON (CHECK ONE)	TOTALS				
ACTUAL <input type="checkbox"/>					
APPROVED RATES <input type="checkbox"/>					

Receipts must be attached if claiming parking, meals, hotel, or commercial travel; This schedule must have AOC Approval if submitted by an out-of-state interpreter.

I, _____ do solemnly swear that the above claim for reimbursement is just and true in all respects and complies with the DFA Regulations Governing the Per Diem and Mileage Act.

PAYEE SIGN HERE _____ DATE: _____

New Mexico Administrative Office of the Courts
Language Access Services

ADVANCE APPROVAL OF OVERNIGHT TRAVEL

When requested approval of overnight travel, please submit the following information to Pam Sánchez, aocpjs@nmcourts.gov via e-mail. You may complete and attach this form or not, just be sure to include all of this information in your request.

Your Name and City of Residence _____

Today's Date _____

Date/s of Assignment _____

Scheduled Report Time _____

Case No. If Available _____

Court – Check One

District _____ Magistrate _____ Metropolitan _____

Court Location

City _____ County _____

Court Contact _____

Attachment F

Interpreter Invoice

**NEW MEXICO ADMINISTRATIVE OFFICE OF THE COURTS
 CERTIFICATION OF INTERPRETER SERVICES
 - INVOICE -**

Date of Service _____

Payee/Interpreter's Name: _____

Court Name (Specify Metro/Magistrate/District)-City and County _____

Payee/Interpreter's Complete Mailing Address /City/State/Zip Code _____

Interpreter Cost: \$ _____

DFA Vendor No.: _____

Travel Time: \$ _____

Daytime Phone number _____ Email Address _____

Parking: \$ _____ Other Expenses (transfer from worksheet and include receipts as appropriate)

Mileage*: \$ _____

Per Diem: \$ _____

NM Gross Receipt Tax No. _____

Sub-Total: \$ **\$0.00**

Certified Non-Certified JSI
 Non-Certified Other Other Service _____

All of the above are subject to NM GRT

Language Assigned to Interpret: _____

Gross Receipts Tax: \$ _____

Total Amount Due: \$ **\$0.00**

*Odometer Beginning _____

*Odometer Ending _____

*Total Miles _____ () Map Miles () Actual Miles

Date	Start Time (am & pm)	End Time (am & pm)	Total Time	Type of Proceeding or Case Number
Total Hours				

I certify that the information contained in this statement, including attachments, is true and correct under penalty of perjury.

 Interpreter's Signature

 Date

FOR COURT USE ONLY

I certify that the person named above attended court as an interpreter in the designated case(s). I have examined this claim and find it to be true, to the best of my knowledge under penalty of perjury.		
11.2012	_____ Date	_____ Judge's or Designee's Signature

**New Mexico Court Interpreter
Standards of Practice & Payment Policies**

- d. Paper and Pen: Use only white paper for your invoice. Do not use red ink. Blue and black inks are acceptable.

5. CONTRACTING

Courts are encouraged to contract for certified interpreter services. The AOC will assist in the publishing of a Request for Proposal and contract award. Prior to advertising for or entering into a contract for interpreter services the court shall conduct the AOC for approval. The payment rate for contracted services shall not exceed those stipulated in Section II A. of this document unless exceptional circumstances exist and the AOC has given prior approval.

Arthur W. Pepin, Director, NM Administrative Office of the Courts

Effective: September 1998

Revised: May 1998

Revised: February, 2004

Revised: July, 2006

Revised: August, 2007

Revised: January, 2009

Revised: January, 2011 (Payment Policies)

Revised: October, 2012 (General Standards)