

RATE AND INFORMATION SHEET:  
CONTRACT COURT INTERPRETER SERVICES TERMS AND CONDITIONS UNITED  
STATES DISTRICT COURT FOR THE SOUTHERN 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 [https://www.uscourts.gov/sites/default/files/tcs\\_8-14-18\\_0.pdf](https://www.uscourts.gov/sites/default/files/tcs_8-14-18_0.pdf), and any purchase order(s)/request(s) for specific interpreting assignments, constitute the contract for contract court interpreting services in the \_\_\_\_\_ language(s) for the period of October 1, 2024 through September 30, 2025 between the court identified above and the interpreter,

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(name of interpreter)

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

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:

**Federally Certified Interpreters:**

Full Day Rate: \$ 566  
Half-Day Rate: \$ 320  
Overtime Rate: \$ 80 per hour or part thereof

**Professionally Qualified Interpreters**

Full Day Rate: \$ 495  
Half Day Rate: \$ 280  
Overtime Rate: \$ 70 per hour or part thereof

**Language Skilled (non-certified) Interpreters**

Full-Day Rate: \$ 350  
Half-Day Rate: \$ 190  
Overtime Rate: \$ 44 per hour or part thereof

Current fees for contract interpreters are available at <http://www.uscourts.gov/services-forms/federal-court-interpreters>.

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

Invoices and necessary receipts shall be submitted to:

Clerk of Court, U.S. District Court for the Southern District of New York Attn:  
Chief Interpreter, Ordering Officer  
U.S. Courthouse, Room 270  
New York NY 10007-1312

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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 contracting officer:

Contracting Officer  
U.S. District Court  
500 Pearl Street, Room 260  
New York, NY 10007-1312  
Email: awardrequests@nysd.uscourts.gov

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

The contract court interpreter agrees to perform interpreting services at the following court locations:

500 Pearl St, New York, NY 10007	355 Main St, Poughkeepsie, NY 12601
40 Foley Square, New York, NY 10007	Queens Detention Facility
300 Quarropas St, White Plains, NY 10601	Westchester County Jail
MCC/MDC Detention Center	

The contract court interpreter's place of residence is:

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If different from the place of residence, the contract court interpreter's billing address is:

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Travel expenses (mileage, parking) will not be paid if the court interpreter's residence is less than **25 miles** from the court location. The AO 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, and specifically for common carrier air transportation from N/A (city) to N/A (city) and/or ground transportation from N/A (city) to N/A (city). Travel using the interpreter's personal vehicle, if authorized, will be reimbursed at the established GSA mileage rate in effect at the time of service. Current mileage rates are available at: <https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates> .

Reimbursement for itemized subsistence expenses may be authorized up to the appropriate per diem amount posted at: <https://www.gsa.gov/travel/plan-book/per-diem-rates> .

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7. 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 and may be considered by courts in determining the interpreter's suitability to work as a contractor.

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Interpreter's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contracting Officer's Signature

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Alternate Phone

212-805-0600  
\_\_\_\_\_  
Alternate Phone

\_\_\_\_\_  
Email Address

awardrequests@nysd.uscourts.gov  
\_\_\_\_\_  
Email

\_\_\_\_\_  
SSN or TIN