

ADMINISTRATIVE CHECKLIST FOR CONTRACT INTERPRETERS

CONTRACTS

Did you turn in your contract?

Please return all contracts issued to you by the Interpreters Unit **promptly via mail** to: **Contracting Officer Michelle Bilardo, United States District Court for the District of New Jersey, Clarkson S. Fisher Federal Bldg. & U. S. Courthouse, 402 East State Street Room 2020, Trenton, NJ 08608.** **Do not** fax or e-mail your contract, as the office needs an original signature for their records. Be sure to return all the pages of the contract. **Failure to return a contract as specified above will delay the payment of your invoice.**

INVOICES

Did you turn in your invoice?

Use of our invoice form is required. Please submit your invoice within 30 days of completion of an assignment. Invoices can be **mailed, faxed, or emailed.** Please mail invoices to: The United States District Court, MLK Building, 50 Walnut Street, Newark, NJ 07101, Attn: Ms. Irene Caramuta. You may also fax to 973-645-4431 or e-mail to Irene_Caramuta@njd.uscourts.gov. (This information is printed at the bottom of our invoice.)

Did you sign your invoice?

Please be sure to sign your invoice. We cannot process payment without your signature.

Did you attach receipts to your invoice?

If you are seeking reimbursement for travel expenses, including public transportation, parking, or tolls, please attach receipts to your invoice. The court cannot reimburse such charges without receipts.

BILLING

Does your bill comport with the agreed rate, as established in your contract?

For purposes of billing, please note that "half-day" is defined as 0-4 hours, regardless of time of day, and that "full-day" is defined as 4-8 hours, regardless of time of day. Overtime is anything over 8 hours.

NOTE ON BACKGROUND CHECKS

Contract Court Interpreters are subject to background checks and must be fingerprinted by the court every two years.

CONTACT INFORMATION

Court Services Manager: Ms. Michelle Bilardo, Tel: 609-989-2363

Court Services Supervisor: Ms. Julianne Passero, Tel: 973-645-4637

Official Court Interpreter: Ms. Irene Caramuta, Tel: 973-645-4621

COURT ADDRESSES

United States District Court for the District of New Jersey – Camden

4th and Cooper Streets

Camden, NJ 08101

United States District Court for the District of New Jersey – Newark

50 Walnut Street

Newark, NJ 07101

United States District Court for the District of New Jersey – Trenton

402 East State Street

Trenton, NJ 08608

Website: <http://www.njd.uscourts.gov>