

**UNITED STATES DISTRICT COURT  
DISTRICT OF NEBRASKA  
SHARED SERVICES**  
[www.ned.uscourts.gov](http://www.ned.uscourts.gov)

Contract Court Interpreters:

The United States District Court for the District of Nebraska (“court”) establishes a new pool of interpreters every two years. Below you will find information about contracting with the court to provide interpreter services for the clerk’s office, and probation and pretrial services office, including summaries of the documents used in the contracting process. These documents are available on the court’s website at: <http://www.ned.uscourts.gov/plans-and-policies/interpreter-contract-documents>.

**Contract Court Interpreter Services Terms and Conditions:** The *Contract Court Interpreter Services Terms and Conditions* is the boilerplate document used by the court to contract with interpreters. Court interpreter contracts are valid through the end of the fiscal year September 30, 2018, as long as the terms and conditions do not change. Contracts must be renewed on or after October 1, 2018.

**Judiciary Staff Travel Regulations:** The court reimburses interpreters for travel beyond the local commuting distance of 30 miles one way in accordance with the *Judiciary Staff Travel Regulations* and the court’s *Interpreter Reference Guide*, which are both available on the court’s website. Interpreters may contact court staff with questions regarding the judiciary’s travel regulations.

**Standards for Performance and Professional Responsibility for Contract Interpreters of the Federal Courts:** In their capacity as officers of the court, contract court interpreters are expected to follow the Standards for Performance and Professional Responsibility for Contract Court Interpreters in the Federal Courts.

**Interpreter’s Written Oath:** Interpreters must read, sign, date and return to the court the attached *Interpreter’s Written Oath*. The signed oath will be kept in the interpreter’s court file. This document is attached to the email for your convenience.

**Rate and Information Sheet:** Interpreters must complete the *Rate and Information Sheet* provided by the court. The court will store the original document in the interpreter’s court file. Changes to the *Rate and Information Sheet*, other than those made for the purposes of completing the document, must be approved in advance by the Administrative Office of the U.S. Courts (AO). This document is attached to the email for your convenience.

**Interpreter Reference Guide (IRG):** The court posted an *IRG* to its website to alleviate the need to modify court interpreter contracts throughout the year. The *IRG* includes current rates established by the AO, including fees, mileage rates, and maximum per diem rates for the locality. The *IRG* also includes contact information for court staff tasked with implementing the contracts. Interpreters should reference the court’s website for current rates prior to submitting their invoices.

**Court Purchase Request and Blanket Purchase Agreement:** The court issues purchase request forms to interpreters, which serve as blanket purchase agreements (BPA). A BPA is elevated to the status of a contract once an interpreter accepts an assignment. The

court orders services as needed and cannot guarantee interpreters a minimum amount of work for the fiscal year.

**Securing the Services of Contract Interpreters:** When the clerk's office requires interpreting services and the staff interpreter and the local certified interpreter(s) are not able to provide those services, an e-mail will be sent to interpreters currently under contract identifying the terms of each assignment. Assignments are made according to the timely responses to the e-mail.

When the probation and pretrial services office requires an interpreter, staff will place telephone calls to local certified or language-skilled interpreters on a rotational basis if the staff interpreter is not able to assist.

**Statement of Services Forms (Invoices):** Certified and professionally-qualified interpreters utilize a different statement of services form than language-skilled interpreters. These forms are used for both court units. Because the forms change periodically, interpreters should access the updated forms from the court's Web site. An interpreter must submit the signed statement of services form and the necessary receipts when seeking payment.

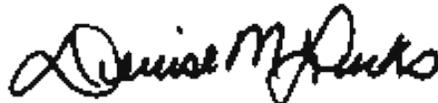
**Background Checks / FBI FD-258 Fingerprint Card:** Interpreters must undergo a mandatory FBI fingerprint check **every two years**. The check is a necessary part of determining an interpreter's suitability to work as a contractor. The human resources department is responsible for acquiring digital fingerprints from interpreters.

Interpreters who have undergone a FBI background investigation at the direction of another federal district court within the last two years do not have to undergo an additional investigation. However, the court must confirm that a background check has already been conducted.

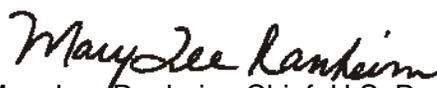
The court will coordinate for interpreters who live outside the local area to undergo their investigations upon their arrival to court for their assignments. Interpreters must provide the information listed on the *FBI FD-258 Fingerprint Card*. A link to the fingerprint card is available on the court's website. Interpreters should direct questions regarding background investigations to the human resources department at (402) 661-5990.

After you review the *Contract Court Interpreter Services Terms and Conditions*, complete and return the *Rate and Information Sheet* to Terry Smedra. Court staff will send you a purchase request form and a copy of the signed *Rate and Information Sheet*. For specific questions regarding contracting with the court to provide interpreter services, contact Terry Smedra at (402) 661-7367 or Pat Williamson at (402) 661-7372. For general interpreting questions, contact Laura Garcia-Hein at (402) 661-7307.

Sincerely,



Denise M. Lucks, Clerk of Court



Mary Lee Ranheim, Chief, U.S. Probation and Pretrial Services