Assignment of Interpreter or Agency
NCAOC Office of Language Access Services

The **North Carolina Administrative Office of the Courts, Office of Language Access Services** (hereinafter, "OLAS") has need of spoken foreign language interpretation services in the: **«Language»** language as set out below.	**«Interpreter_Name»** (hereinafter, "the Contractor") agrees to provide such services according to the **Scope of Assignment** and **Terms of Payment** listed below, and agrees to perform these services in accordance with the NCAOC policies and procedures for court interpreters and the *Code of Ethical Conduct for Court Interpreters*. **This Assignment remains in effect only for the court case(s) and date(s) as set forth in the Description of Assignment.** This Assignment authorizes the Contractor to render services for this case(s) only on the date(s) described below. The Contractor will not be paid for in-court services rendered on any other dates without first receiving a separate Assignment from OLAS staff. **(*Please sign below*)**

Signature of Contractor or Authorized Agent	*Last 4 digits of SSN or TIN*	*Mailing Address*

	Description of Assignment	

Assignment No. **«Assignment_Number»**	Effective on: 9/19/2017	Assigned by: Brooke B. Crozier, Manager OLAS
Date(s) of service: «Date_of_service»	**At: «Time»**	County: **«County»** · In Courtroom: **«CourtroomLocation»**
Local Contact Person: «Local_Contact_Person», «Title_of_Requestor»	Tel: «Local_Contact_Tel»	Requestor: «Name_of_Requestor»
Type of Case: «Type_of_Case»	Trial Court: «Division»	Estimated Duration: «Duration»
Type of Hearing: «Type_of_Hearing»	City: **«City»**	
Case No(s): «Case_Number»	Case Style: **«In_the_Matter_Of»**	
Plaintiff / Prosecuting Attorney: «PlaintiffProsecuting_Attorney»	**Defendant / Respondent Attorney:** «Defendant_Attorney»	
Person(s) with Limited English Proficiency: «Name_of_LEP_Persons»	**LEP person(s) is/are:** «Role_of_LEP_Persons»	
Physical Address of Courthouse or location: «Physical_Address_of_Assignment»		
When you have completed this assignment, immediately report to: OLAS at 919-890-1407		

	Scope of Assignment	

In-Court Services	**Out-of-Court Services**
Per assignment by NC AOC, the Contractor shall render services for a custody mediation session, child planning conference, or court proceeding before a judge. If the need for interpretation in this matter continues beyond the aforementioned court date(s), a new request must be submitted to OLAS. OLAS will issue a new Assignment Sheet for each subsequent court proceeding. If Contractor is unable to cover this Assignment, the Contractor will notify OLAS as soon as possible.	If applicable, the Contractor may render services only for Public Defender, Assigned Counsel, District Attorney or GAL program to speak with a client or victim/witness for the above case outside of the court proceeding. **Upon initial assignment by NC AOC**, Public Defender, Assigned Counsel, District Attorney or GAL program may schedule the Contractor's services directly for out-of-court communication on a date *other than the court date mentioned above*.

The Contractor cannot bill NC AOC for services provided outside the Scope of this Assignment.

During this Assignment, if the Contractor provides interpreting services for individuals or agencies outside the scope of the Assignment, the two-hour minimum is forfeited and the Contractor is responsible for billing that individual or agency separately.

	Terms of Payment	

Payment Rate: $ «Hourly_Rate_twohour_minimum» per hour with a two hour minimum* ***Minimums shall not overlap.**	**Parking Reimbursement:** To be reimbursed for Parking, a parking receipt must be attached to AOC-A-215.
Travel Time±: (Total travel time ÷ 2) × Hourly Rate	**CANCELLATIONS:** *If services are cancelled within 24 hours of the date of service, you may bill a two-hour minimum. (Must obtain signed daily log). Minimums shall not overlap.*
Mileage Reimbursement±: **$0.535 /mile** for total miles traveled	**Billable Time:** Actual hours worked should be rounded up or down to the nearest quarter hour. Record time in 15-minute increments using decimals:
±Travel and mileage are only reimbursed when traveling more than thirty-five (35) miles one way.	15 min = 0.25 hrs · 30 min = 0.50 hrs · 45 min = 0.75 hrs · 60 min = 1.00 hrs