

**COMPLETE THE FOLLOWING**

Name of Contractor: \_\_\_\_\_ Address: \_\_\_\_\_  
 Firm Name (if any): \_\_\_\_\_  
 Date of Service: \_\_\_\_\_ Judicial Officer: \_\_\_\_\_  
 Case #: \_\_\_\_\_ Defendant (Interpreter only): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Taxpayer ID Number: \_\_\_\_\_ Signature: \_\_\_\_\_

**TO BE COMPLETED BY REPORTERS**

Fees		Notes	
	Full Day - \$180.00		Notes turned into Courtroom Deputy
	Half Day - \$90.00	Information Sheet	
	Overtime - \$25.00		
	Number of Overtime Hours (if applicable)		Reporter has been provided with Freelance Court Reporter Info. Sheet

**TO BE COMPLETED BY INTERPRETERS**

Fee:  Full Day  Half Day  Overtime # of Hours< Was Overnight Stay required:  Yes  No

Source of Service Provided		Certified Interpreter	Non-Certified Interpreter
Kind of Service Provided	Trial	General	Motions
	For Defendant	Pre-arraignment Interview	Server
	For Witness	Motion Setting/Jury Trial Setting	Dismiss
	For Sentencing	Grand Jury	Bail/Bond
	Further Procedure	Probation/Pre-trial	Sentence Reduction
		Arraignment/Change of Plea	Suppress
		Detention Hearing/Preliminary Exam	Other
Transcription:		Translations:	
	Tape Recording to be introduced as evidence		Official Document
	Certification of Transcriptions		Letters to/from Judge, Defendant, Family, etc.

Signature of Courtroom Deputy Certifying Service Provided: \_\_\_\_\_

Please forward to Procurement Clerk with copy of daily docket or minutes.