

# Minnesota Court Interpreter Program

## Interpreter Invoice Submission User Guide

Revised, January 2010

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# Submitting an Interpreter Invoice

## Accessing the Invoice Entry Site

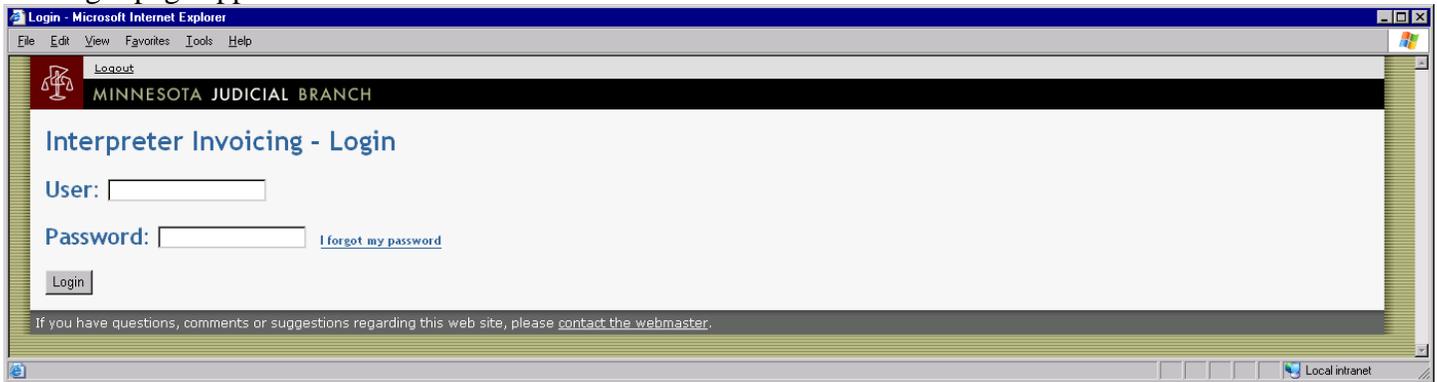
1. Open Microsoft Internet Explorer and enter the following for the Address:

[www.mncourts.gov](http://www.mncourts.gov) or [www.courts.state.mn.us](http://www.courts.state.mn.us)

Press the Enter key or click the Go button in the browser's Address bar.

2. Select "Programs and Services" from the menu on the left side of the screen.
3. Select "Court Interpreter Program" from the list of programs.
4. Select "Payment Policy and Invoicing" from the tan box on the right side of the screen.
5. Select the Interpreter Invoice link "HERE" in the center of the screen.

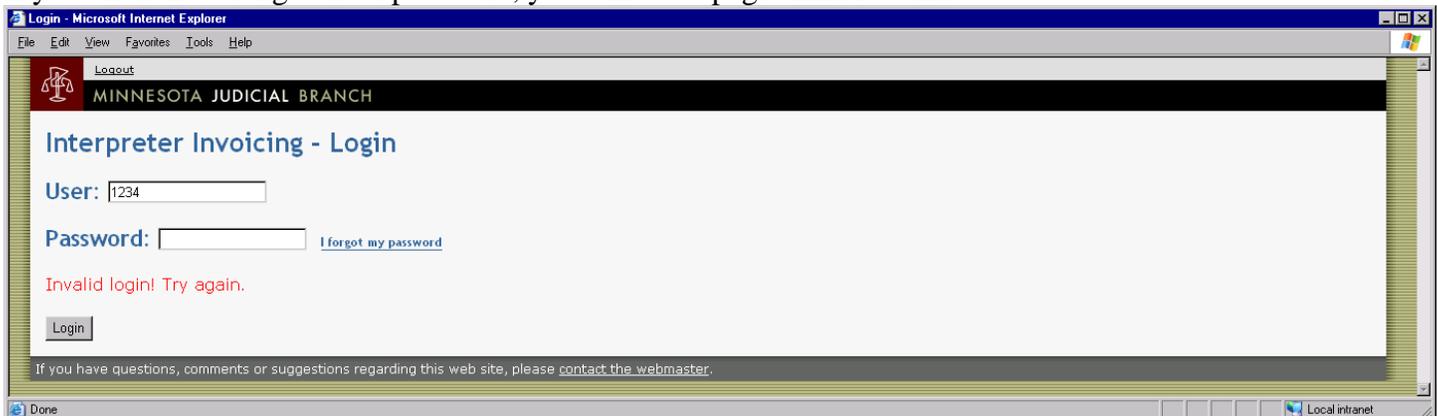
The login page appears.



## Logging into the Invoice Entry Site

1. Enter your interpreter ID number for the **User:**  
If you're not sure what your interpreter ID number is you can search for your name here: <http://www.mncourts.gov/FindInterpreters/> and check the number listed with your name on the roster, or if you do not find your name email the [ITD Service Desk](#).
2. Enter your password for **Password:**  
If you're new to the program and have not been issued a password, please contact the [Court Interpreter Program Staff](#).
3. Click the  button.

If you enter the wrong user or password, you will see a page similar to this:



If you see this screen, make sure the interpreter number is correct, and then re-enter your password and click the  button.

If this is the first time you have logged in to the Invoice Entry Site, you will see a page similar to this:

Logout  
MINNESOTA JUDICIAL BRANCH

### Interpreter Invoicing - Login

User:

Password:  [I forgot my password](#)

Your password has expired, you must enter a new password.

New Password:

Confirm Password:

If you have questions, comments or suggestions regarding this web site, please [contact the webmaster](#).

Local intranet

This means it is time for you to create a new password. The new password must be at least 5 characters long and must not be the same as your current password. Enter your new password for both **New Password:** and **Confirm Password:**. You must enter exactly the same password for **New Password:** and **Confirm Password:**. After you have entered your new password, click the  button.

## Forgot My Password

If you forget your password, you have two options. First, if you have already provided the Court Interpreter Program with your email address, you can follow these steps:

1. Use the steps in the **Accessing the Invoice Entry Site** section on page 1 to go to the Login page.
2. Enter your interpreter number for the **User:**
3. Click on [I forgot my password](#)
4. Your password will be emailed to you.
5. After you receive your password in an email message, use the steps in the **Logging into the Invoice Entry Site** section on page 1 to log into the Invoice Entry Site.

However, if you have not provided the Court Interpreter Program with your current email address, you will need to e-mail the Court Interpreter Program Staff at [statecourtinterpretersupport@courts.state.mn.us](mailto:statecourtinterpretersupport@courts.state.mn.us) to have a new password created.

## Entering an Invoice

Use the **Accessing the Invoice Entry Site** and **Logging into the Invoice Entry Site** sections on page 1 to log into the Invoice Entry Site. Once you have logged in successfully, you will see the Invoice Form:

The screenshot shows a web browser window titled "Invoice - Microsoft Internet Explorer". The page header includes a logo and the text "MINNESOTA JUDICIAL BRANCH". The main heading is "Court Interpreter Invoice Form".

Form fields include:

- Invoice # (text input with asterisk)
- Name: Jane Smith
- Billing Address: 123 Main Street, Minneapolis, MN 55111
- Inter ID #: 1234
- County / City (dropdown menu with "<Select a County>" selected)
- Agency (text input)
- Vendor Code (text input)
- Invoice Submission Date (text input)

A "Change Personal Information" button is located below the personal information fields.

Below the form is a table with columns: \* Date of Service, \* Case Type, Court File #, \* Language, \* Party Type, \* Payment Rate, Travel Hours, Actual Daily Hours, Telep... Minutes, Approved Overnight Expenses, Travel Cost, Time Cost, Total Cost, \* Party Name, and \* County. The table has a "delete" button in the first row and "Invoice Totals" at the bottom right.

At the bottom of the form is a "Submit Invoice for Payment" button and a note: "\* denotes required fields".

The browser status bar shows "Done" and "Local intranet".

1. Enter your unique invoice number for **Invoice #**. Remember, this invoice number must be different from any invoice number you have used previously. You may enter a maximum of 12 characters (letters or numbers) for your invoice number.
2. Select the dropdown list for **County / City** to select the court location where this interpreting was done. You can type the first character of the county to jump to that section of the court location list. The Invoice Form will refresh after you select a court location. Wait for this refresh to complete before continuing.

NOTE: You *may* be able to enter interpreting for more than one court location on the same invoice. However, all of the locations on a single invoice must be reviewed by the same court approver.

3. Use your mouse to click on [ Date ] in the **\* Date of Service** column. You can type in the date that the interpreting was done in the mm/dd/yy format or you can click the  button to see a calendar. Use your mouse to click on the date that the interpreting was done. Use the  and  in the top-left and top-right corners of the calendar to change the month.
4. Press the Tab key or use your mouse to click on [ Case Type ] in the **\* Case Type** column. Click the  button to see the list of case types and use your mouse to click on the appropriate case type OR type the first few letters of the case type until the appropriate case type appears.
5. Press the Tab key or use your mouse to click on the empty box in the **Court File #** column. Type in the court file number. If there are multiple files for the same party, indicate all file numbers here.
6. Press the Tab key or use your mouse to click on [ Language ] in the **\* Language** column. Click the  button to see the list of languages and use your mouse to click on the appropriate language OR type the first few letters of the language until the appropriate language appears.

7. Press the **Tab** key or use your mouse to click on [ Party Type ] in the **\* Party Type** column. Click the  button to see the list of party types and use your mouse to click on the appropriate party type OR type the first few letters of the party type until the appropriate party type appears.
8. Press the **Tab** key or use your mouse to click on \$ 0.00 in the **\* Payment Rate** column. Type in your payment rate. You do not need to enter a \$.
9. Press the **Tab** key or use your mouse to click on the empty box in the **Travel Hours** column. Type in the number of travel hours you will be paid for.
10. Press the **Tab** key or use your mouse to click on the empty box in the **Actual Daily Hours** column. Type in the number of hours you spent interpreting. The 2 hour minimum will be taken into account automatically when calculating the totals. For example, if you interpreted for thirty minutes, type 0.5 in this column, since you worked 0.5 hours.
11. Press the **Tab** key or use your mouse to click on the empty box in the **Telep... Minutes** (Telephone Minutes) column. Type in the number of telephone minutes you will be paid for. Make sure the payment rate is appropriate for telephone minutes.

Note: Telephone minutes can not be combined with Travel Hours, Actual Daily Hours or Approved Overnight Expenses on the same line.

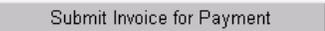
12. Press the **Tab** key or use your mouse to click on the empty box in the **Approved Overnight Expenses** column. Type in the dollar amount of the approved overnight expenses you will be paid for. You do not need to enter a \$.
13. Press the **Tab** key 4 times or use your mouse to click on [ Party Name ] in the **\* Party Name** column. Enter the name of the party you were interpreting for.

Note: You may need to scroll to the right to see all of the Party Name and County columns in your browser.

14. If the court location for this interpreting is different from the court location selected at the top of the Invoice Form, Click the  button in the **\* County** column to see the list of court locations and use your mouse to click on the appropriate court location OR type the first few letters of the court location until the appropriate court location appears. Remember, all of the items on a single invoice must be reviewed by the same approver.
15. To add another line to your invoice, click the  button and repeat steps 3-14 for this new line.
16. If you add too many lines to your invoice, click the  button next to the unwanted line to remove that line.

**PLEASE NOTE!** If you interpret for more than one case during your time at the courthouse, enter the specific case information for each case pursuant to numbers 3-7 and 13, listed above. Do not indicate your pay rate and the time spent interpreting for each individual case interpreted. Instead, on the line for the last case interpreted, indicate your pay rate and the TOTAL time spent interpreting on all cases.

For example, if you interpret for three different defendants at an arraignment calendar, and you interpret a total of 2.5 hours, type in the case-specific information for all three cases. On the line with information about the third case, type your pay rate, time spent interpreting, and travel time (if appropriate).

17. When you have entered all of the information for this invoice, click the  button. When this button is clicked, all of the information on your invoice will be checked. If there are errors, the Invoice Form will appear similar to the following (see text at the bottom):

Invoice - Microsoft Internet Explorer 2/06/06 12:15:31 PM

Logout  
MINNESOTA JUDICIAL BRANCH

### Court Interpreter Invoice Form

Invoice #  \*

Name Jane Smith

Billing Address 123 Main Street  
Minneapolis, MN 55111

Inter ID # 1234

County / City  \*

Agency

Vendor Code

Invoice Submission Date

	* Date of Service	* Case Type	Court File #	* Language	* Party Type	* Payment Rate	Travel Hours	Actual Daily Hours	Telep... Minutes	Approved Overnight Expenses	Travel Cost	Time Cost	Total Cost	* Party Name	* County
delete	02/01/2006	Criminal	123456	SPN	Mother	\$ 20.00		5						[ Party Name ]	Ramsey / Saint Paul
Invoice Totals:											\$ 0.00	\$ 0.00	\$ 0.00		

\* denotes required fields

Required field(s) missing. See areas marked in red above.

You have already submitted an invoice with this number. Please enter a different invoice number.

If you have questions, comments or suggestions regarding this web site, please contact the webmaster.

Done Local intranet

18. Look at the red text at the bottom of the form to determine what items are incorrect. In the example screen above, the Party Name is required, but it has not been entered. In addition, the Invoice # entered for this invoice has already been used by this interpreter on a previous invoice.
19. Correct the errors as directed by the red text.
20. When all of the errors have been corrected, click the  button.
21. When the invoice can be submitted without any errors, you will see the Invoice Submitted page:

Invoice Submitted - Microsoft Internet Explorer 2/06/06 1:38:08 PM

Logout  
MINNESOTA JUDICIAL BRANCH

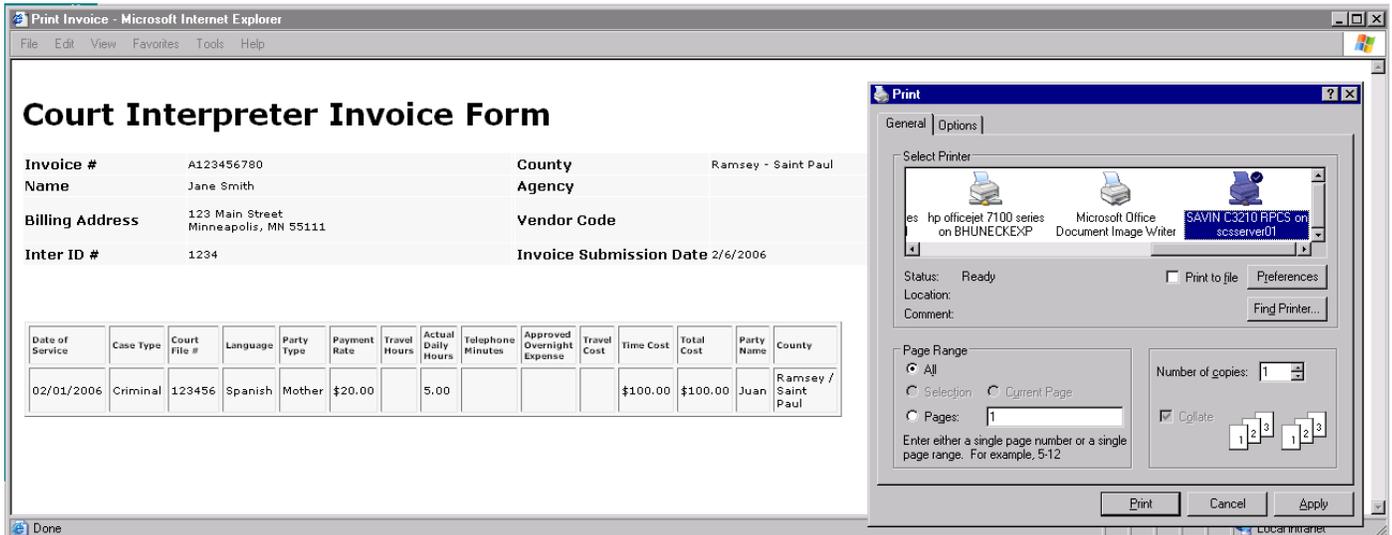
### Invoice Submitted

Your invoice has been accepted.

If you have questions, comments or suggestions regarding this web site, please contact the webmaster.

Done Local intranet

22. Click the  button to print the invoice you just submitted. This will allow you to keep a copy of this invoice for your own records. This is your only opportunity to print a submitted invoice, because you will not be able to retrieve this invoice again in the future. The Printer-friendly Invoice page will appear along with the Print dialog box:



23. Set your printing preferences and then click the  button to print the invoice.
24. Click the  button in your browser to return to the Invoice Submitted page.
25. If you wish to enter another invoice, click the  button to return to an empty Invoice Form. If you do not wish to enter another invoice, click the  link at the top of the page.

Note: Once an invoice has been submitted, you will not be able to view or modify that invoice. If you discover an error in a submitted invoice, please contact the invoice reviewer for the appropriate county.

## Changing Personal Contact Information

When the Invoice Form is displayed, your name and address are already filled in for you. If this or other personal contact information is incorrect, you can change it through the Invoice Entry Site. You can do this at any time when you are viewing the Invoice Form by doing the following:

1. Click the  button.
2. The Personal Information Form will appear:

The screenshot shows a web browser window titled "Personal Info - Microsoft Internet Explorer" with the date and time "2/06/06 3:06:04 PM" in the top right corner. The browser's address bar shows "Local intranet". The page content includes a "Logout" link and the "MINNESOTA JUDICIAL BRANCH" logo. The main heading is "Personal Information Form". The form contains the following fields:

First Name	Jane	Middle Name	A.	Last Name	Smith	Suffix	
Address 1	123 Main Street						
Address 2							
City	Minneapolis	State	MN	Zip Code	55111-		
Day Phone	(612) 555-1234	Ext.					
Evening Phone		Ext.					
Pager		Ext.					
Cell	(612) 555-9876						
Fax	(612) 555-5463						
TTY							
Email	Jane@yahoo.com						
Pager Email							

At the bottom of the form are two buttons: "Save" and "Cancel". Below the form, a footer message reads: "If you have questions, comments or suggestions regarding this web site, please contact the webmaster."

3. Modify your personal contact information as necessary. Modifying your contact information here will also cause your contact information on the Roster to be modified. Please note that the Court Interpreter Program does not post mailing addresses on the Roster.
4. When your personal contact information is correct, click the  button. You will return to the Invoice Form. If you wish to leave the Personal Information Form without saving any changes, click the  button. This will also return you to the Invoice Form.