



# New York State Unified Court System

Office of Court Administration • Division of Financial Management

Justin A. Barry, Esq.  
Executive Director

Maureen H. McAlary  
Director, Division of Financial Management

## Division of Financial Management

DFM Bulletin	Number 2403	March 18, 2024
--------------	-------------	----------------

TO: Holders of the Financial Planning and Control Manual

SUBJECT: Per Diem Court Interpreter Rates and Payments for Canceled Assignments

*\*This supersedes the provisions of DFM Bulletin 2305, dated May 8, 2023.*

Effective April 1, 2024, the maximum rate of compensation for per diem interpreter services provided to the courts and agencies of the Unified Court System shall be reimbursed at \$385. A half-day rate (calculated work of four hours or less) shall be reimbursed at \$220.

### Per Diem Interpreter Rates – Effective April 1, 2024

Full-Day Rate	Half-Day Rate
\$385.00	\$220.00

The calculated work hours will be determined from the start of the first assignment to the end of the last assignment. An interpreter may be assigned to multiple courts/assignments in any given day. For assignments that conclude in a shorter time than expected, interpreters shall remain available for additional assignments in the NYS Unified Court System during the timeframe for which they are scheduled.

The above rates are applicable to all subcontractors providing per diem language or sign interpreting services.

### Payments for Canceled Assignments

If a per diem court interpreting assignment is canceled and the interpreter is notified:

- Prior to the scheduled hour on the previous business day – **No fee is paid**. For example, if the assignment is scheduled for 9:00 AM on Wednesday, July 5<sup>th</sup>, the assignment must be canceled prior to 9:00 AM on Monday, July 3<sup>rd</sup> as July 4<sup>th</sup> is a holiday;

- Within 3 - 24 hours before the scheduled start time of the assignment – **Half (50%) of the regular fee is paid.** If the assignment was scheduled for a full day at \$385, the interpreter is paid \$192.50 for the canceled assignment. If the assignment was for a half day at \$220, the interpreter is paid \$110 for the canceled assignment;
- Less than three (3) hours before the scheduled start time of the assignment – **Full fee is paid.** If the assignment was scheduled for a full day, the interpreter is paid \$385. If the assignment was scheduled for a half day, the interpreter is paid \$220; and
- If the canceled assignment was scheduled for multiple days, the interpreter would be paid for the first day, at the full- or half-day rate, as applicable. Assignments scheduled on the subsequent days of the multiple-day assignment are also subject to the cancellation policy. For example, if the assignment concludes early on day one of a three-day assignment, the full fee is paid for the first day and the following day is paid at half (50%) of the regular fee paid. There would be no cancellation fee paid for day three.

If an assignment concludes in a shorter time than expected, the court should notify local courts of the interpreter's availability and attempt to utilize the interpreter in other parts, or nearby courts, for the time frame that was originally scheduled.

Should an interpreter accept an assignment on the date previously "canceled," which resulted in a cancellation payment, the interpreter will be paid at the half-day rate, regardless of the newly scheduled assignment time frame.

If an interpreter has an assignment canceled and the remaining assignment for that same date results in a full-day payment, the interpreter will be paid \$385 for that day in total. For example, if the \$110 cancellation fee was paid, the remaining payment to the interpreter would be \$275.

Administrative closings, for reasons including inclement weather and emergencies, are excluded from this policy.

The interpreter will be deemed "notified" of a cancellation when notice is sent by e-mail to the address on file with the Office of Language Access and as recorded in the Electronic Scheduling System for Court Interpreters (E-system). A copy of the cancellation email must be attached to the invoice and will be uploaded to SFS when submitted for payment. Courts should complete and submit to the appropriate fiscal office the new [UCS CIX-PDInvoice](#) claim form to process payment for canceled assignments. The form does not require the interpreter's signature.

### **Required Information for SFS Data Entry**

"Invoice Number" – The invoice number is unique for each claim form and is created by the fiscal office upon data entry of date, type, and court assignment. SFS data entry guidelines are as follows:

**Date of Interpreter Assignment:** MM/DD/YYYY

**Type of Canceled Assignment:** XHD (Half Day), or XFD (Full Day)


**Court Name:** This field is limited to 13 characters. Abbreviations should be consistent.

Example: Cattaraug Fam (Cattaraugus Family Court)

Invoice Number Display: **07/20/2018 XHD Cattaraug Fam**

Please ensure distribution of this bulletin to all personnel within your respective jurisdictions who may be responsible for the recruiting or making payments for per diem interpreting services, or for the monitoring of internal controls relating thereto.

NYS UNIFIED COURT SYSTEM  
FOR ADMINISTRATIVE  
PURPOSES ONLY

  
Maureen H. McAlary