

# Minnesota Court Interpreter Program

## *Agency Invoice Submission User Guide*

### **Interpreter Invoicing System**

<https://interpreterinvoice.courts.state.mn.us.login.aspx>

or

<http://mncourts.gov>

*(Help Topics/Court Interpreter Program/For Interpreters/Invoicing and Payment Policy)*

#### **Content**

<i>Submitting an Interpreter Invoice</i>	.....	<b>1</b>
<i>Accessing the Invoice Entry Site</i>	.....	<b>1</b>
<i>Logging into the Invoice Entry Site</i>	.....	<b>1</b>
<i>Forgot My Password</i>	.....	<b>2</b>
<i>Entering an Invoice</i>	.....	<b>3</b>
<i>Changing Personal Contact Information</i>	.....	<b>8</b>

**MN Court Interpreter Program**  
**Court Services Division**  
**State Court Administrator's Office**  
**25 Rev. Dr. Martin Luther King, Jr. Blvd.**  
**St. Paul, MN 55155**

[mncourtinterpreterprogram@courts.state.mn.us](mailto:mncourtinterpreterprogram@courts.state.mn.us)

# PREPARING AN AGENCY INVOICE

Invoicing templates for Microsoft and Macintosh are available at [www.mncourts.gov](http://www.mncourts.gov).  
Choose the spreadsheet that is compatible with your Agency's computer operating system.

## Completing the Agency Invoice

Open your internet web browser and enter the following for the Address: [www.mncourts.gov](http://www.mncourts.gov)

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

1. Select "Help Topics" from the menu bar across the top of the page.
2. Select "Court Interpreter Program" from the list of programs.
3. Select the "For Interpreters" tab from the menu bar across the middle of the page.
4. Select the "Invoicing and Payment Policy" tab in the menu bar directly below the "For Interpreters" tab.  
Under the Invoicing Instructions category, you will see links to Agency Invoicing Templates. Use these Excel spreadsheets to complete information about the interpreting assignments. Multiple interpreters' work in the same county may be included on the same invoice.
  - a. If you are an agency using a Microsoft software system, please download the Excel spreadsheet directly below these instructions, labeled "Microsoft."
  - b. If you are an agency using a Macintosh software system, please download the Excel spreadsheet directly below these instructions, labeled "Macintosh." You can download either file by directly clicking on either "Microsoft" or "Macintosh."
5. Enter a unique invoice number in the upper-right hand corner. Every invoice submitted must have a different invoice number.
6. Complete your agency's billing address.
7. Enter the name of your agency.
8. Enter the vendor code assigned to your agency by the MN Dept. of Finance.
9. Enter the date that the invoice is submitted.
10. Complete all information regarding the assignment, who interpreted, the interpreter's ID number, and payment information. Multiple interpreters may be included on this same invoice for work done in the same district court.  
For any further questions about completing this invoice, please contact the [ITD Service Desk](#).
11. Refer to the current Interpreter Payment Policy if you have any questions regarding rates or reimbursements.

**PLEASE NOTE!** If the interpreter interpreted for more than one case during his/her time at the courthouse, enter the specific case information for each case, but do not indicate the pay rate and the time spent interpreting for each individual case. Instead, on the line for the last case interpreted, indicate the pay rate and the TOTAL time spent interpreting on all cases.

For example, if the interpreter interpreted for three different parties for 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 the pay rate, the total time spent interpreting, and travel time (if appropriate). See below in lines 10-12.

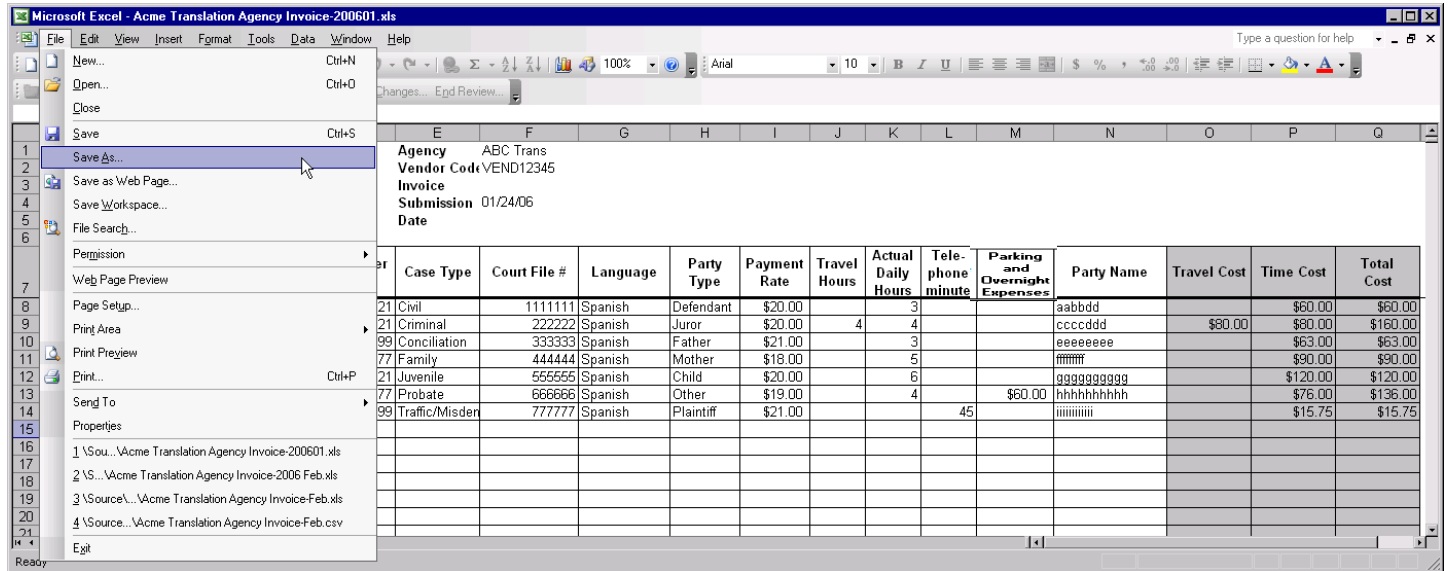
Date of Service	County	Interpreter Name	Interpreter ID #	Case Type	Court File #	Language	Party Type	Payment Rate	Travel Hours	Actual Daily Hours	Telephone minutes	Parking and Overnight Expenses	Party Name	Travel Cost	Time Cost	Total Cost
07/18/18	Anoka	James One	9999	Criminal	k1-06-000	Lao	Defendant	\$40.00	2.00	0.50			James Five	\$80.00	\$80.00	\$160.00
07/19/18	Hennepin-Min	James Two	2222	Civil	C4-06-000	Italian	Witness	\$50.00				\$20.00	James Six			\$20.00

## Saving Your Agency Invoice as a Comma-Separated Values (CSV) File

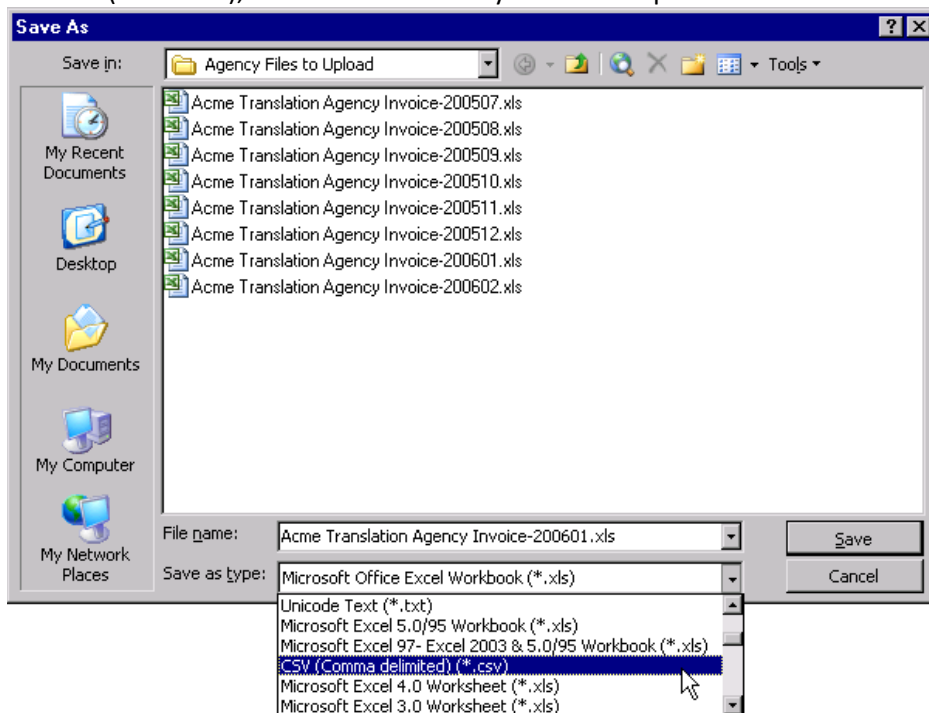
Because of the possibility of malicious macro code in an Excel spreadsheet, security policies at the Supreme Court of Minnesota do not allow the uploading of XLS files to the web server. Therefore, all agency invoice spreadsheets must be saved as a CSV file before uploading.


To do this, perform the following:

1. Open the agency invoice in Excel.
2. From the File Menu, select Save As.

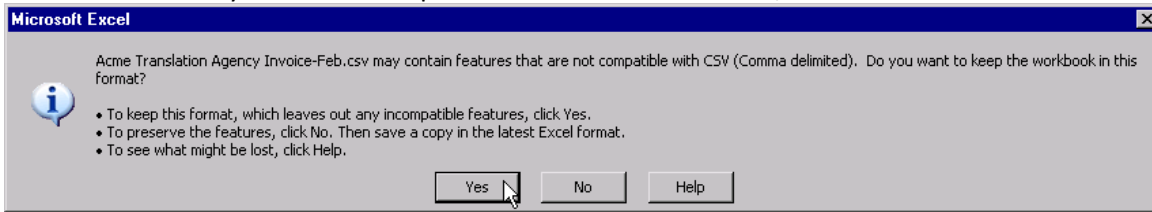


3. In the Save As dialog box, select "CSV (Comma delimited)(\*.csv)" for **Save as type:** Macintosh users, please save as a CSV (Windows), and do not select any other CSV option.

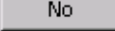


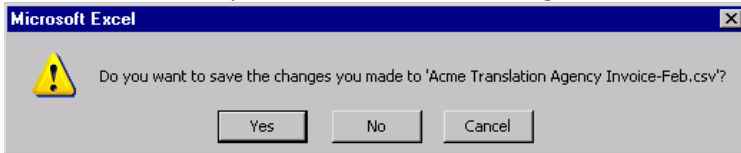
4. Click the  button to save the file. You should take note of the folder where the CSV file is being saved so you can find it when it is time to upload the file to the web site.

5. When asked if you want to keep the workbook in this format, click the  button.



6. Close Excel.

7. When asked if you want to save the changes made to the spreadsheet, click the  button.



# INVOICE SUBMISSION

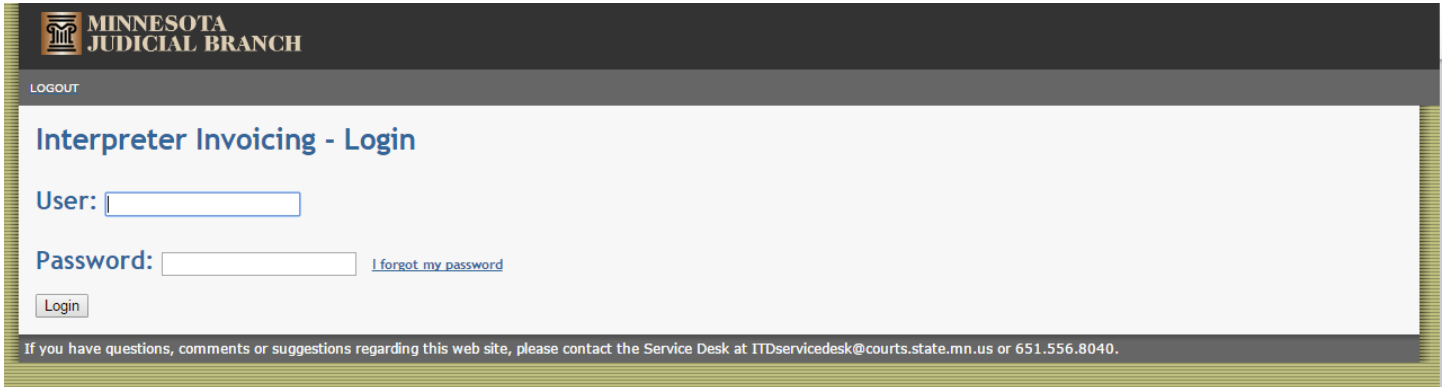
## Accessing the Invoice Entry Site

This form has the best compatibility with the Chrome and Firefox web browsers.

Open an Internet browser and enter the following for the Address:

<http://interpreterinvoice.courts.state.mn.us/login.aspx>

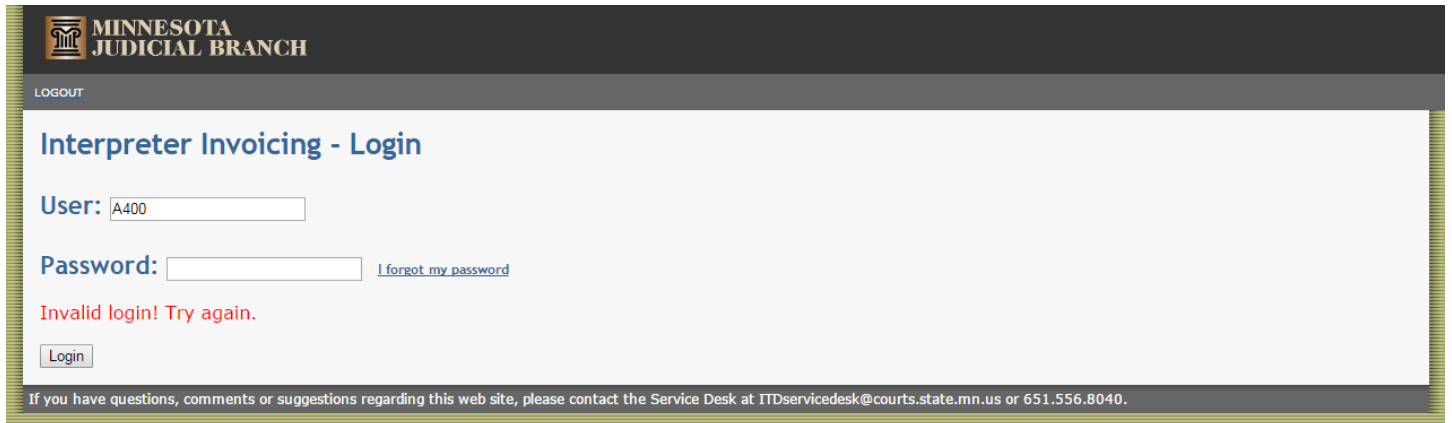
The login page appears:



The screenshot shows the login page for the Minnesota Judicial Branch. At the top left is the Minnesota Judicial Branch logo. Below it is a "LOGOUT" link. The main heading is "Interpreter Invoicing - Login". There are two input fields: "User:" and "Password:". The "User:" field is empty. The "Password:" field is also empty, with a link "I forgot my password" to its right. Below the fields is a "Login" button. At the bottom of the page, there is a footer: "If you have questions, comments or suggestions regarding this web site, please contact the Service Desk at ITDservicedesk@courts.state.mn.us or 651.556.8040."

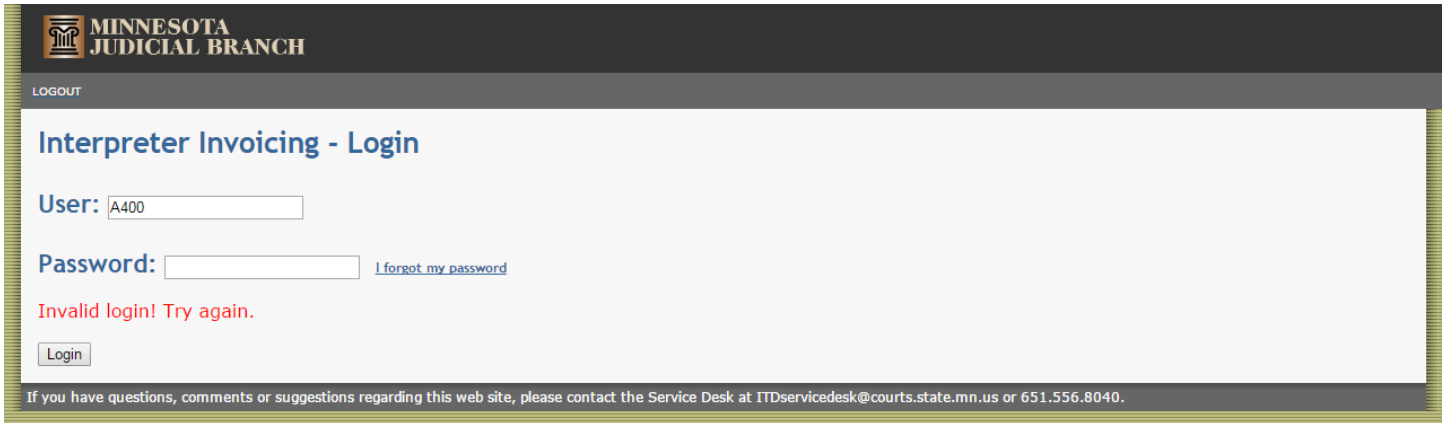
## Logging into the Invoice Entry Site

1. Enter an "A" followed your agency identification number for the **User:**. If you do not know your agency identification number, contact the [ITD Service Desk](#).
2. Enter your password for **Password:**
3. Click the  button.



The screenshot shows the login page after an attempt to log in. The "User:" field now contains "A400". The "Password:" field is empty. Below the fields, there is a red error message: "Invalid login! Try again." The "Login" button is still present. The footer at the bottom remains the same: "If you have questions, comments or suggestions regarding this web site, please contact the Service Desk at ITDservicedesk@courts.state.mn.us or 651.556.8040."

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



MINNESOTA JUDICIAL BRANCH

LOGOUT

### Interpreter Invoicing - Login

User:

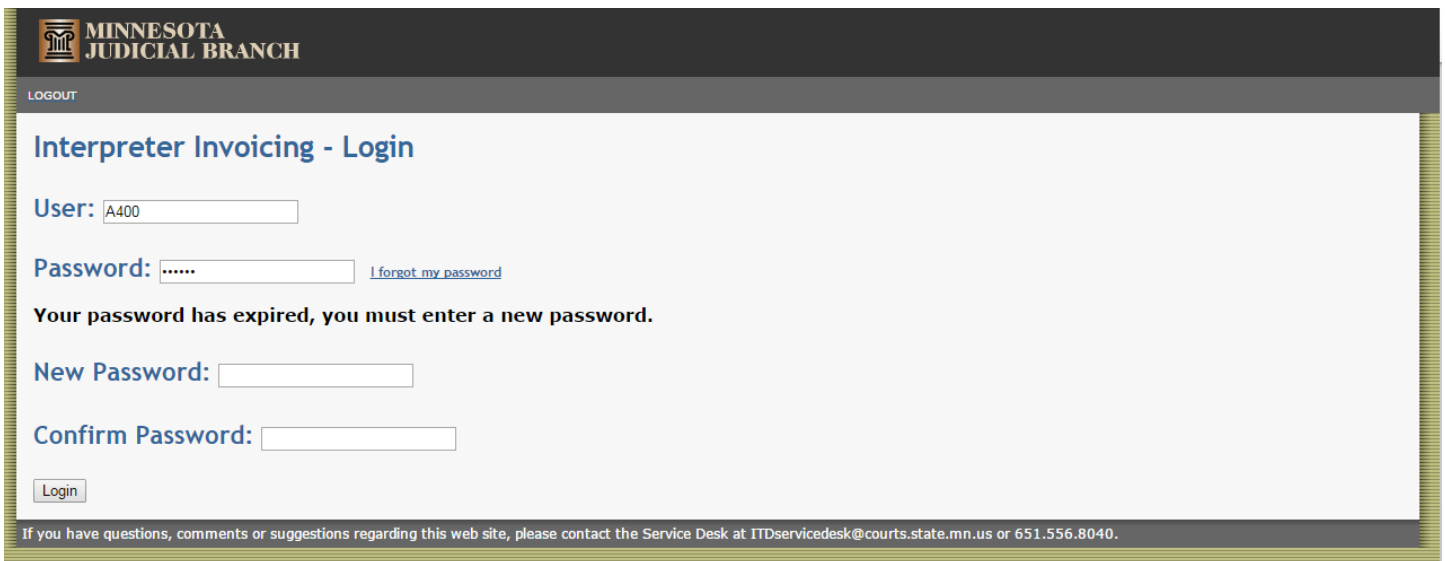
Password:  [I forgot my password](#)

Invalid login! Try again.

If you have questions, comments or suggestions regarding this web site, please contact the Service Desk at ITDservicesdesk@courts.state.mn.us or 651.556.8040.

If you see this screen, make sure the agency identification 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:



MINNESOTA JUDICIAL BRANCH

LOGOUT

### 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 Service Desk at ITDservicesdesk@courts.state.mn.us or 651.556.8040.

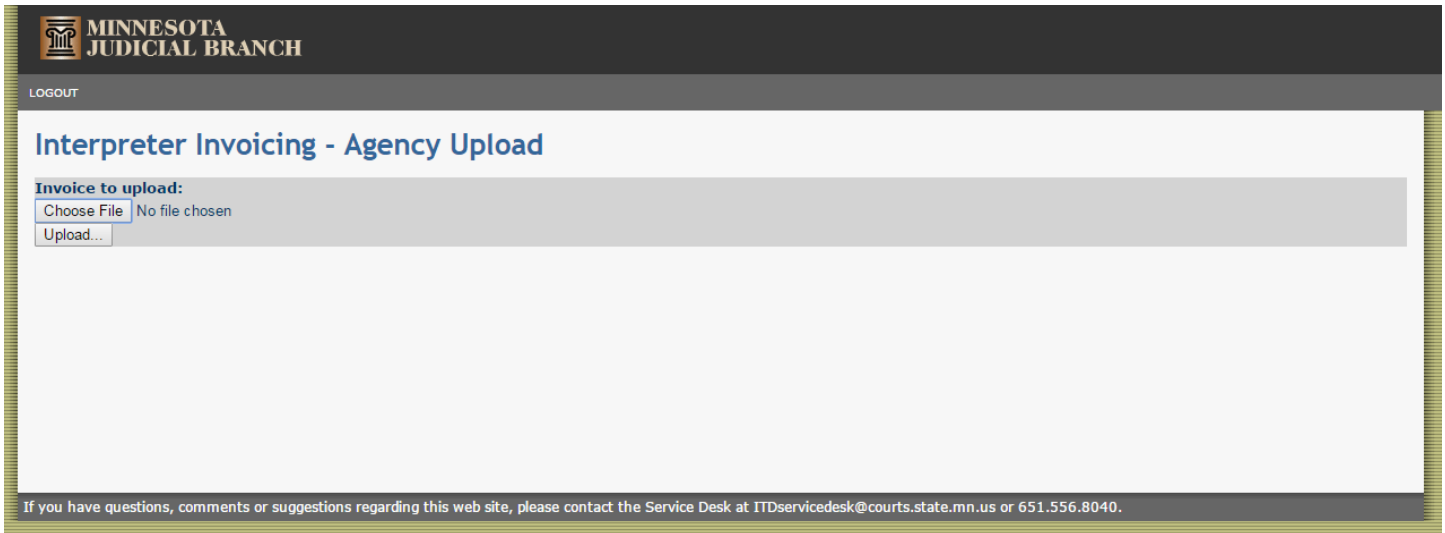
This means it is time for you to create a new password. The new password must be at least 5 characters long and must not be the same as your current password. Enter your new password for both **New Password:** and **Confirm Password:**. You must enter exactly the same password for **New Password:** and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

## Forgot My Password

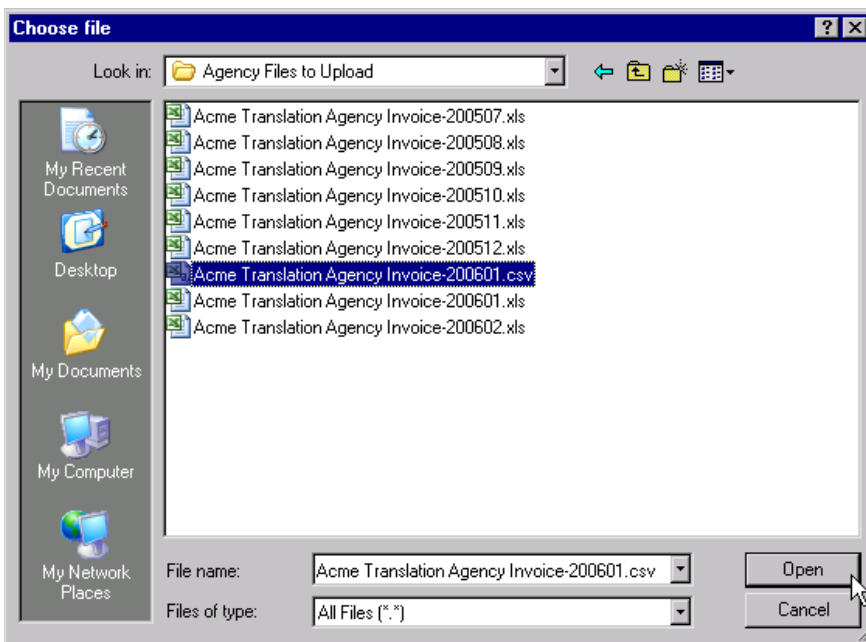
If you forget your password, you will have to contact the [ITD Service Desk](#) to have a new password created.

## Uploading an Invoice

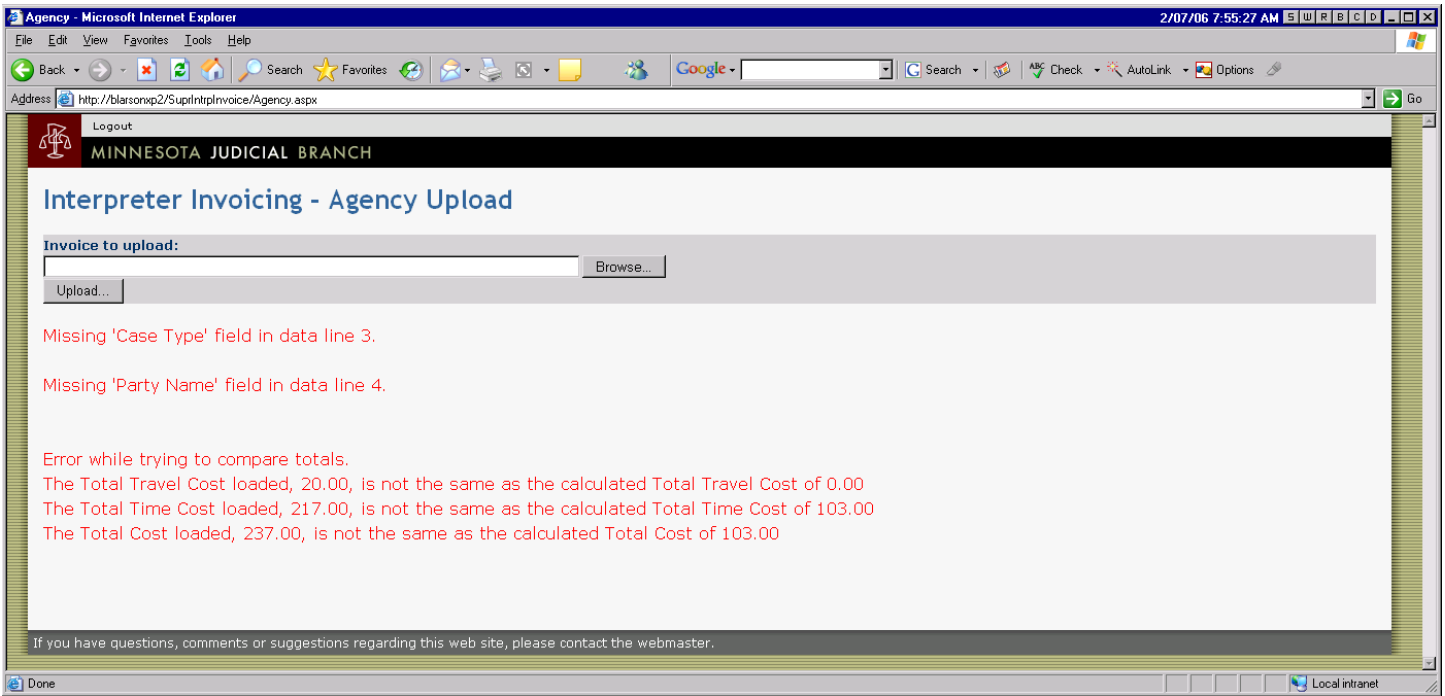
Use the **Accessing the Invoice Entry Site** and **Logging into the Invoice Entry Site** sections on page 2 to log into the Invoice Entry Site. Once you have logged in successfully, you will see the Agency Upload Form:



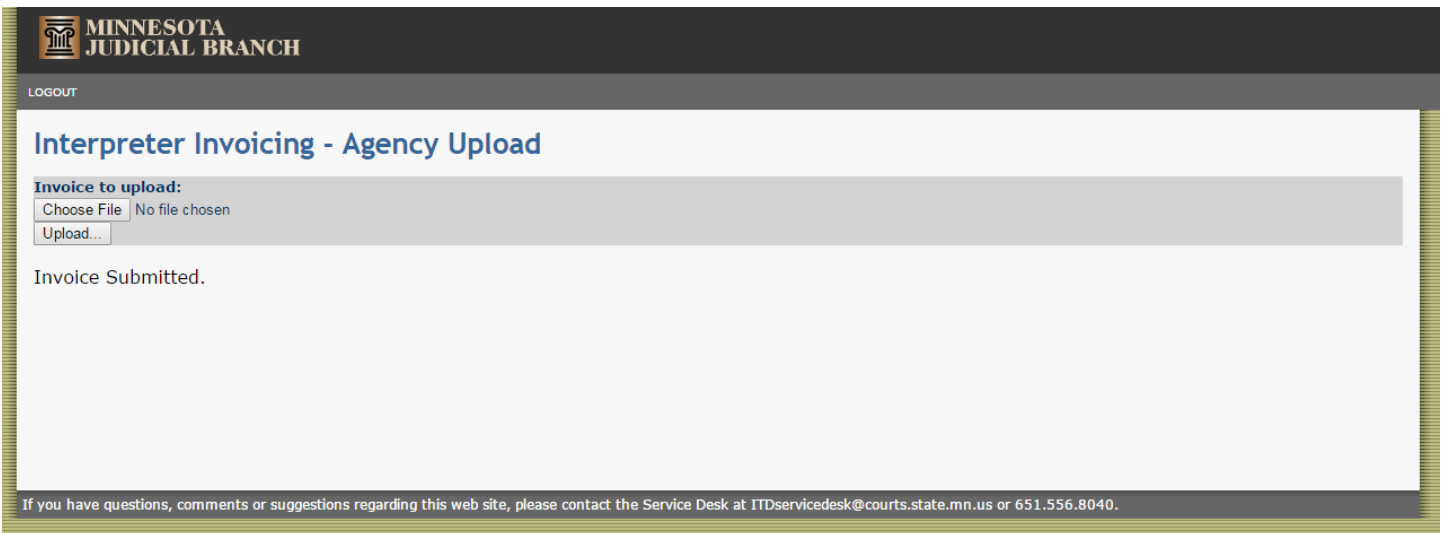
1. Click the **Choose File**, or **Browse...** button, depending on which browser you are using.
2. In the Choose File dialog box, navigate to the folder containing the CSV file to upload.



3. Select the appropriate CSV file and click the **Open** button.  
Note: If you select a file with an extension other than CSV, an error message will appear. If this occurs, click the **Browse...** button again and select a CSV file.
4. Click the **Upload...** button. The CSV file will be uploaded to the Supreme Court server and validated. If there are errors, the form will appear similar to the following:



5. Look at the red text at the bottom of the form to determine what items are incorrect. In the example screen above, the Case Type is required, but it has not been entered on the third detail line of the agency invoice spreadsheet. Also, the Party Name is required, but it has not been entered on the fourth line of the agency invoice. There are also errors related to the invoice totals. However, detail lines that are in error are not counted in the totals calculated by the upload routine, so errors in detail lines will cause errors in invoice totals.
6. Modify your original spreadsheet, then repeat the steps in the **Uploading an Invoice** section to upload the invoice again. When the invoice uploads correctly, you will see the following screen:



7. You may upload another invoice or click the **Logout** link at the top of the page when your uploading is complete. The invoice will now be sent to the district court where the interpreting was conducted, and a court employee will verify that the information is correct before it is processed for payment.