

Minnesota Court Interpreter Program

Interpreter 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)

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INVOICE SUBMISSION

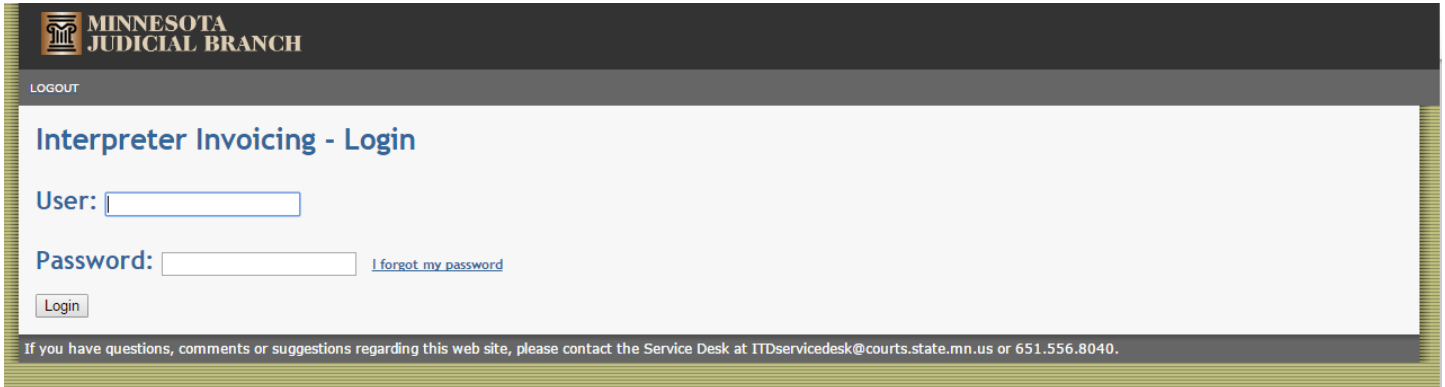
Accessing the Invoice Entry Site

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:

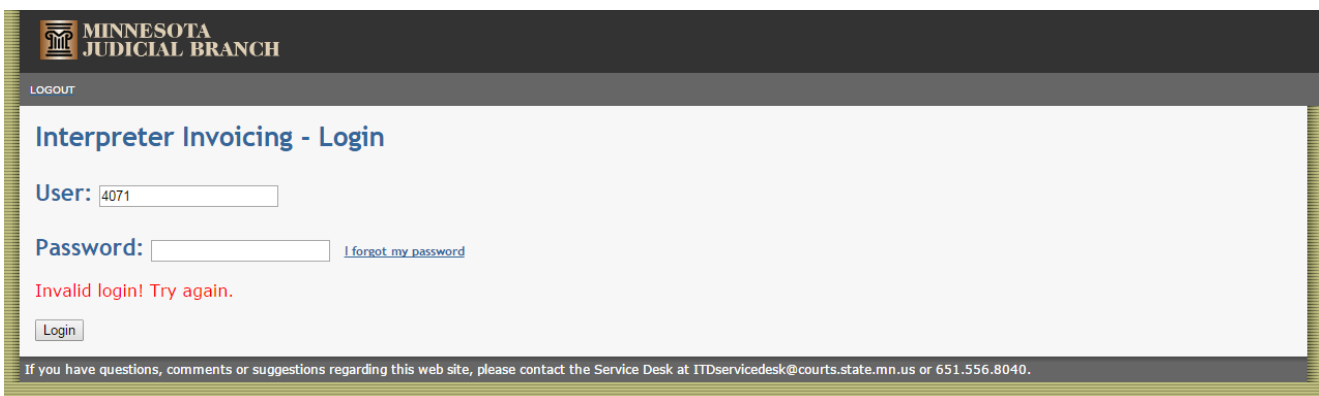


The screenshot shows the login page for the Minnesota Judicial Branch. At the top left is the Minnesota Judicial Branch logo. Below it is a "LOGOUT" link. The main heading is "Interpreter Invoicing - Login". There are two input fields: "User:" and "Password:". The "Password:" field has a link for "I forgot my password". Below the fields is a "Login" button. At the bottom, there is a footer with contact information for the Service Desk.

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://findinterpreters.courts.state.mn.us/> and check the number listed with your name on the roster. If you do not find your name, contact the ITD Service Desk at [ITD Service Desk](#) or 651.556.8040.
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](#) at 651.297.5300.
3. Click the button.

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



The screenshot shows the login page with an error message. The "User:" field contains "4071". Below the "Password:" field, there is a red error message: "Invalid login! Try again." The "Login" button is still visible. The footer with contact information is also present.

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 or have had your password re-set, 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:

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.

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 contact the [Court Interpreter Program Staff](#) or 651.297.5300 to have a new password re-set.

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:

MINNESOTA JUDICIAL BRANCH

LOGOUT

Court Interpreter Invoice Form

Invoice # *

Name Anita Jazo

Billing Address 123 4th St.
St. Paul, MN 55101

Inter ID # 6403

[Change Personal Information](#)

County / City <Select a County> ▼

Agency

Vendor Code

Invoice Submission Date

Add ... [New Invoice Line](#)

	* Date of Service	* Case Type	Court File #	* Language	* Party Type	* Payment Rate	Travel Hours	Actual Daily Hours	Telep... Minutes	Parking / Overnight Expenses	Travel Cost	Time Cost	Total Cost	* Party Name	* County
delete	[Date]	[Case Type]		[Language]	[Party Type]	\$ 0.00								[Party Name]	[County]
Invoice Totals:											\$ 0.00	\$ 0.00	\$ 0.00		

* denotes required fields

[Submit Invoice for Payment](#)

If you have questions, comments or suggestions regarding this web site, please Contact the Service Desk.

- You are responsible for creating your invoice number.** 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.
- 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 can enter more than one interpreting assignment on the same invoice if they were at the same location. Refer to the current Interpreter Payment Policy if you have question regarding rates or reimbursements.


- 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.
- 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.
- 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.
- 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.
- 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 cannot be combined with Travel Hours, Actual Daily Hours or Parking/Overnight Expenses on the same line.

12. Press the Tab key or use your mouse to click on the empty box in the **Parking/Overnight Expenses** column. Type in the dollar amount of the parking fee or overnight expenses you will be paid for. You do not need to enter a dollar sign (\$).
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 **New Invoice Line** button and repeat steps 3-14 for this new line.
16. If you add too many lines to your invoice, click the **delete** 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 **Submit Invoice for Payment** 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):

MINNESOTA JUDICIAL BRANCH

LOGOUT

Court Interpreter Invoice Form

Invoice # *

Name Anita Jazo

Billing Address 123 4th St.
St. Paul, MN 55101

Inter ID # 6403

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	Parking / Overnight Expenses	Travel Cost	Time Cost	Total Cost	* Party Name	* County
<input type="button" value="delete"/>	08/05/2018	Criminal	123456	Spanish	Mother	\$20.00								[Party Name]	[County]
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 Service Desk.

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:

MINNESOTA JUDICIAL BRANCH

LOGOUT

Invoice Submitted

Your invoice has been accepted.

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.

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:

Print

Total: 1 sheet of paper

[Print](#) [Cancel](#)

Destination: HP LaserJet 400 M401d... [Change...](#)

Pages: All
 e.g. 1-5, 8, 11-13

Copies: 1 [+](#) [-](#)

Layout: [Portrait](#)

Options: Two-sided

[+ More settings](#)

[Print using system dialog... \(Ctrl+Shift+P\)](#)

6/7/2018 Print Invoice

Court Interpreter Invoice Form

Invoice # 20180607-02 **County** Ramsey - Maplewood
Name Anita Jazo **Agency**

Billing Address 123 4th St.
St. Paul, MN 55101 **Vendor Code**

Inter ID # 6403 **Invoice Submission Date** 6/7/2018

Date of Service	Case Type	Court File #	Language	Party Type	Payment Rate	Travel Hours	Actual Daily Hours	Telephone Minutes	Parking / Overnight expense	Travel Cost	Time Cost	Total Cost	Party Name	County
06/01/2018	Civil	62CV17101	Spanish	Respondent	\$40.00		2.00				\$80.00	\$80.00	Juan Valdez	Ramsey / Maplewood

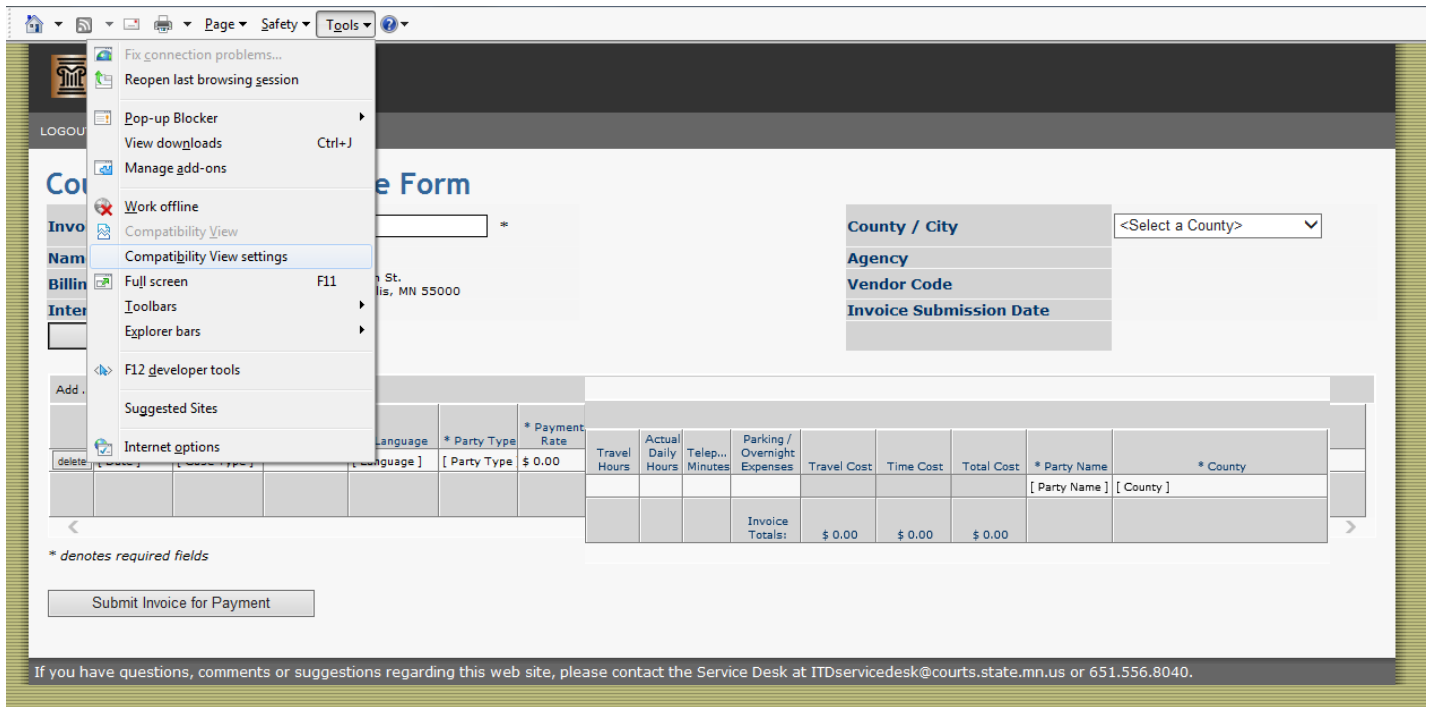
23. Set your printing preferences and then click the [Print](#) button to print the invoice.
24. Click the [Back](#) button in your browser to return to the Invoice Submitted page.
25. If you wish to enter another invoice, click the [Enter Another Invoice](#) button to return to an empty Invoice Form. If you do not wish to enter another invoice, click the [Logout](#) 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.

TROUBLESHOOTING INVOICE ISSUES

If you are having issues with entering information into the Court Interpreter Invoice Form, please try the following steps.

1. This form has the best compatibility with the Chrome browser and the Firefox browser. If you are using a different browser and you cannot enter information into each box, try opening the form in a different browser.
2. If another browser is not available, make sure you have enabled the Compatibility View setting in the “Tools” section of your browser. It will look similar to this:



3. Clear your web browser’s cache, cookies and history. Search the internet for instructions on how to do this for your web browser.

HOW DO I GET PAID

Interpreter invoices are paid through [Minnesota Management and Budget \(MMB\)](#). Court Interpreters are encouraged to register as a vendor through the MMB website [Supplier Portal](#). Once registered, you will be able to:

- Sign up for direct deposit
- View payment detail
- Maintain address and contact information related to your vendor record
- View your 1099 tax information

Vendor Contacts

Vendor Question Topics	Who to Contact	How to Contact
Vendors with questions about electronic fund and transfers and vendor payments. (EFT/ACH) and payments. Help with accessing the Supplier Portal.	MN Management and Budget vendor files/payments	651-201-8106 efthelpline.mmb@state.mn.us
Vendor questions regarding 1099 or W9 issues only	MN Management & Budget vendor files/payments	651-201-8201
Vendors with questions about responding to a specific event, solicitation, bid or proposal opportunity. Vendors needing to register in the supplier portal so they can bid on an event.	MN Dept. of Administration Office of State Procurement	651-201-8100, option 1
General vendor information on Supplier Portal registration process - forms, payments.	MN Management and Budget vendor files/payments	Vendor Resources

[Vendor Contact Online Form](#)

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:

MINNESOTA JUDICIAL BRANCH

LOGOUT

Personal Information Form

First Name	Jane	Middle Name		Last Name	Doe	Suffix	
Address 1	1234 Main St.						
Address 2							
City	Minneapolis	State	MN	Zip Code	55000-		
Day Phone		Ext.					
Evening Phone		Ext.					
Pager		Ext.					
Cell	(651) 000-0000						
Fax							
TTY							
Email	Jane.Doe@courts.state.mn.us						
Pager Email							

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.

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.