

**PUBLIC DEFENSE INTERPRETER'S FEE STATEMENT SUMMARY  
FOR OUT-OF-COURT SERVICES (ATTORNEY/CLIENT COMMUNICATIONS)**

(The fee statement for non-routine expenses is included in the preauthorization for such expenses.)

**1. PROVIDER INFORMATION**

Provider's Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone No. \_\_\_\_\_ Federal Tax ID or SSN \_\_\_\_\_

Email Address: \_\_\_\_\_

**2. BILLING INFORMATION**

For cases filed in the county of \_\_\_\_\_ (Complete one summary for each county.)

Number of detail pages submitted with this summary: \_\_\_\_\_

For interpreter services for the period: \_\_\_\_\_ to \_\_\_\_\_

<u>Code</u>	<u>Description</u>	<u>Hrs (in 0.1) or Quantity</u>	<u>Rate</u>	<u>Amount Billed</u>
4613	Interpretation Fees	_____	_____	\$ _____
4613	Travel Fees (At ½ the regular hourly rate)	_____	_____	\$ _____
4635	Mileage	_____	_____	\$ _____
			TOTAL	\$ _____

PDSC use only Amount Approved _____ \$ _____ _____ \$ _____ _____ \$ _____ _____ \$ _____
---

I certify that the information above is true. I have not received and will not accept direct or indirect compensation for these services other than as approved by PDSC or authorized by contract.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Send completed form and supporting documentation to: Accounts Payable  
Public Defense Services Commission  
1175 Court Street NE  
Salem, OR 97301

Or fax to (503) 378-4463

**WORKSHEET INSTRUCTIONS:** Use a separate worksheet for each different county. Complete one section for each client for whom services were provided. Enter actual start and end times, even if a 1-hour minimum is claimed. All time should be entered in tenths (6 minute increments) and may be rounded up to the nearest tenth. Travel time may be claimed in addition to the 1-hour minimum for interpreter services. Mileage is paid at the OPDS guideline rate. Transfer the total amounts claimed from the worksheet(s) to the Interpreter's Fee Statement Summary. For more information regarding policies, procedures and guideline rates, visit the OPDS website at [www.oregon.gov/opds](http://www.oregon.gov/opds).