

Eviction Mediation Interpreter Invoice Instructions

In order to receive payment for a COVID-19 necessitated eviction mediation, you must be registered as a vendor with the State of Nevada. To register as a vendor please go to the State Controller's website: <http://controller.nv.gov/Buttons/ElectronicVendorReg/>. **Mediations will be reimbursed until funding is expended or the program expires by Order of the Supreme Court.**

If you are unsure of your vendor number or if you are an established vendor, please email Judicialbranchacct@nvcourts.nv.gov providing the vendor name and address and someone in the Accounting Unit will check the system and respond accordingly.

Please fill in the following fields as noted below: (* Required fields. **Any required field that is left blank could delay payment, result in non-payment and/or an adjustment to your invoice.**)

- * Vendor Number: This is the vendor number assigned by the State of Nevada Controllers office and should be filled in using the vendor number as it associates with the vendor requesting reimbursement.
- * Vendor Name: This is the vendor name that is requesting reimbursement as listed with the State of Nevada Controllers office.
- * Vendor Address: This is the vendor address as listed with the State of Nevada Controllers office.
- * Interpreter Name: This is the name of the interpreter who interpreted the eviction mediation(s) listed on the invoice. There can only be one interpreter name per invoice. This can be the same or different than the vendor name, fill in either way.
- Invoice Amount: This will automatically calculate based upon the amount(s) calculated on the Amt Billed line below.
- * From (mediation date): List the first date that a mediation occurred that is listed on the invoice. Format required mm/dd/yyyy.
- * To (mediation date): List the last date that a mediation occurred that is listed on the invoice. Format required mm/dd/yyyy.
- * Email Address: This is the email address to contact the interpreter if there are any questions regarding the invoice.
- * Sign Below (electronic signature): This is an attestation that the interpreter is making regarding the circumstances under which this eviction mediation took place. It is imperative that the interpreter read, understand and electronically sign, otherwise the invoice cannot be processed for payment.
- **In addition to this electronic signature from the interpreter attesting to the mediation occurring as a direct result of the COVID pandemic, in order to be paid for each mediation listed, another attestation from one of the parties involved in each mediation must be attached to the form and should be obtained from the mediator. Without this additional documentation, the interpretation invoice will not be paid for by the Administrative Office of the Courts.**

The remainder of the invoice is for listing the details for each eviction mediation that occurred between the "From" and "To" dates:

- Case No.: This is the case number assigned by the Court and can be requested from the mediator if not already provided to you.
- * Landlord: This is the name for the landlord, either their Entity name or last name of the landlord, if no entity.
- * Tenant Last Name: List the last name of the tenant(s) involved in the eviction mediation.
- * Date Performed: This is the date the eviction mediation took place, format required: mm/dd/yyyy.
- * # of hours (nearest .25 hr): List the number of hours in which you were interpreting for the mediation to the nearest 15 minute increment using .00, .25, .50, or .75 to ensure the calculation is correct.
 - The # of hours will automatically calculate the amount billed for each line item listed at \$40.00 per hour with a 2 hour minimum.

Once the invoice is complete, email the invoice along with any other required documentation to judicialbranchacct@nvcourts.nv.gov for processing. An invoice should be turned in at least each month, but no more frequently than weekly or once all lines have been used, whichever occurs first. Please email judicialbranchacct@nvcourts.nv.gov if you have any questions regarding the invoice.