



INTERPRETER TIMESHEET (Rev. 05/07/21)

Interpreter Name: _____

Interpreter Signature: _____

Total Hours: _____

| Date | For Interpreting: Start/end times | Client Name | Language | Length of appointment | Attorney/VLP Case Handler | Attorney Initials | Location for Interpreting or "Translation" |
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Date: _____

PLEASE NOTE THAT A VLP STAFF MEMBER OR PANEL ATTORNEY MUST INITIAL THE TIME SHEET IN THE SPACE ALLOTTED.

All timesheets must be submitted on a monthly basis. Timesheets submitted 30 days after the date of first entry may not be paid out. If you have any questions, please contact Emelia Andres: (857) 320-6446 or email at: eandres@vlpnet.org