

APPENDIX B

QUICK GUIDE TO CANCELLATION POLICY

Assignment	Cancellation	Payment
Assignment without travel	More than 24 hours advance notice	None
Assignment without travel	Less than 24 hours in advance	Minimum fee
Assignment 1 – 4 hours in length with travel	En route or after arrival	Minimum fee (or actual time worked in court) and actual travel time/mileage
Assignment 4 - 8 hours in length with travel	En route or after arrival	Half the requested hours (or actual time in court) and actual travel/mileage
Assignment 8 or more hours without travel	Less than 24 hours in advance	Half of the requested hours
Assignment 8 or more hours with travel	En route or after arrival	Total number of requested hours and actual travel/mileage
Multiple Day Assignment 2 or more days in a row	En route or after arrival	Total number of hours for first day and travel/mileage Half of the second day. None for the third or subsequent days (if scheduled)

CANCELLATIONS DUE TO EMERGENCY CLOSING

Emergency closing encompasses any courthouse closure, including closures caused by weather, security incidents, governmental shutdown, or similar cause beyond the control of the Judiciary

Cancellation circumstance	Payment to Be Made
Contract interpreter is notified of courthouse closing due to an emergency at least 24 hours prior to assignment request.	None
Court closing due to weather or other environmental matters is announced in advance of assignment via media, recorded message on court's voicemail or any other method via which the interpreter would have been notified of closing.	None
Contract interpreter is advised of cancellation due to security incidents, governmental shutdown, or similar cause while en route to, immediately upon arrival, or after starting to provide services but before the end of the requested assignment.	The contract interpreter will be paid the number of estimated hours on the request, plus any mileage and travel time to which he or she is entitled.