



## **Friendly Reminders from Your MCIs (Managing Court Interpreters)**

*Updated April 3, 2026*

- **Consolidate and submit invoices on time.**
  - Submit one combined invoice for all assignments within the same two-week pay period.
  - Use unique invoice numbers for each new invoice; please do not recycle numbers.
  - Send invoices to the MCI in the district where the assignment occurred.
  - Timely submission prevents processing delays.
  - If you have invoice questions, please contact the coordinating MCI before submitting.
  
- **Bridgeline reminders.**
  - Continue using the Bridgeline system for required call-in/check-in procedures.
  - Bridgeline refresher PowerPoint (available on the website)
  - Following these procedures ensures accurate tracking and timely communication with the courts.
  
- **Update your Travel Sheet as needed.**
  - Email the Office of Language Access (OLA) if you need to update your Travel Sheet.
  - If your Travel Sheet is more than 5 years old, it's time for an update.
  
- **Direct concerns appropriately.**
  - Please bring any concerns to your District MCI before elevating them to a supervisor or superior.
  
- **Close your jobs in Boostlingo/Interpreter Intelligence.**
  - Closing jobs supports accurate data tracking.
  
- **Professional expectations.**
  - Review and follow the **Code of Professional Conduct**.
  - Review and follow the **Best Business Practices for Video Remote Interpreting:**
    - Do not appear on camera in your car.
    - Dress in appropriate professional attire.



## Colorado Judicial Department- Office of Language Access

- Follow the **Financial Policy**:
  - Do not double-book assignments.
  - Do not trade shifts; notify the MCI to request any schedule changes.
  - Mileage is paid when approved and only when travel exceeds 50 miles round-trip from your residence to the assignment.
- **Follow the cancellation policy.**
  - Cancellations include **all calendar days**, including Saturdays and Sundays.
  - Please keep this in mind when reviewing or accepting assignments.
- **LOTS interpreters.**
  - Assignments offered through Boostlingo must be accepted or declined.
  - An offer is not a confirmation — you are only confirmed once you accept the assignment *and* receive a confirmation email.
- **Prioritize self-care.**
  - Legal settings can be high-stress and emotionally demanding.
  - Consider attending self-care or vicarious-trauma workshops, taking a walk between assignments, practicing mindfulness, or taking a moment to reset.
  - Caring for yourself supports clarity, compassion, and professionalism.