

Instructions for Payment of Alabama Court Interpreters

Registering for STAARS

In order to do business with the State of Alabama as a vendor or customer, you must have an account with State of Alabama Accounting and Resource System (“STAARS”) through the Vendor Self Service Portal. First-time vendors can access information about that system here: <http://vendors.alabama.gov/>. You can set up an account by going to this link, and clicking “Register” on the left side of the screen: <https://procurement.staars.alabama.gov/webapp/PRDVSS1X1/AltSelfService>. If you need assistance during the vendor registration process, please contact the STAARS hotline at (334)353-9000. W-9 forms should be emailed to vendors@comptroller.alabama.gov to complete registration.

Submitting Your Claim to the Alabama State Comptroller

Immediately after you have completed your interpreting work in a case, submit the following packet of documents to the Alabama State Comptroller by U.S. Mail:

- (1) Foreign-language interpreters – A completed the FIS-2 claim and expense form.
Sign-language interpreters – A completed FIS-1 claim and expense form.

These forms can be accessed by going to <http://eforms.alacourt.gov> and then to the folder titled “Interpreter Forms.” Make sure the form is signed by the trial court judge who appointed you to the case. A separate claim form should be submitted for every appearance, even if you appeared in the same case on a different day.

- (2) A copy of your identification with your claim form, such as your driver license. This must be submitted every time an interpreter submits a claim to the State Comptroller.
- (3) A signed copy of the Beason-Hammon Act affidavit with every claim form.

This form can be accessed by going to <http://eforms.alacourt.gov> and then to the folder titled “Interpreter Forms.” The form is styled “Sole Proprietor E-Verify Affidavit” on that website. This form must be completed and submitted every time an interpreter submits a claim to the State Comptroller.

- (4) The signed order of the court appointing you to serve as the interpreter. The court order needs to have the date in which the interpreter is directed to appear in court.

Mail your packet to:

State Comptroller's Office
ATTN: Interpreter Claims
100 No. Union Street
RSA Union Bldg, Suite 216
Montgomery, AL 36130

Timely Submissions

Please note that the State of Alabama operates on a Fiscal Year. Therefore, a fiscal year will end on September 30. For services that are performed before September 30, you must send in your claim form prior to October 31 of that year. If you do not submit your claim form in a timely manner, the Comptroller will not be able to pay the claim, and you will have to file your claim with the Alabama Board of Adjustment. For more information about the Board of Adjustment, visit <http://www.bdadj.alabama.gov>.

Also, set up your account through the Vendor Self Service Portal to include direct deposit to your bank account.

Questions: If you have any questions about a claim for interpreting work, please contact the Alabama State Comptroller Fiscal Management Office at (334)242-2181.