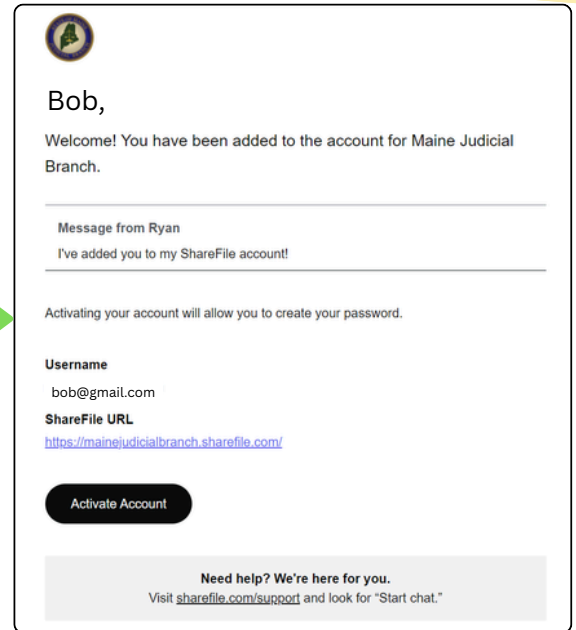


Interpreter Electronic Voucher Submission

Here at the Maine Judicial Branch we will be using ShareFile to electronically submit vouchers for performing interpreting services.

As an interpreter, you will receive an email to create a ShareFile Account. Sign up using your email and a password.

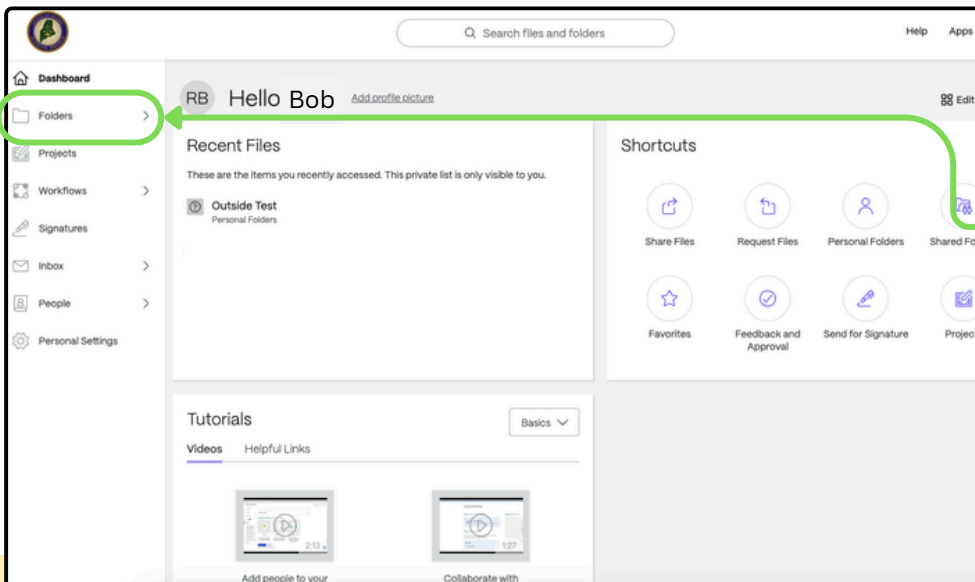
To submit an invoice, navigate to:
<https://mainejudicialbranch.sharefile.com/>



Uploading Your Invoice

To upload a completed invoice, you will need to place it into the appropriate folder for the court at which you performed services.

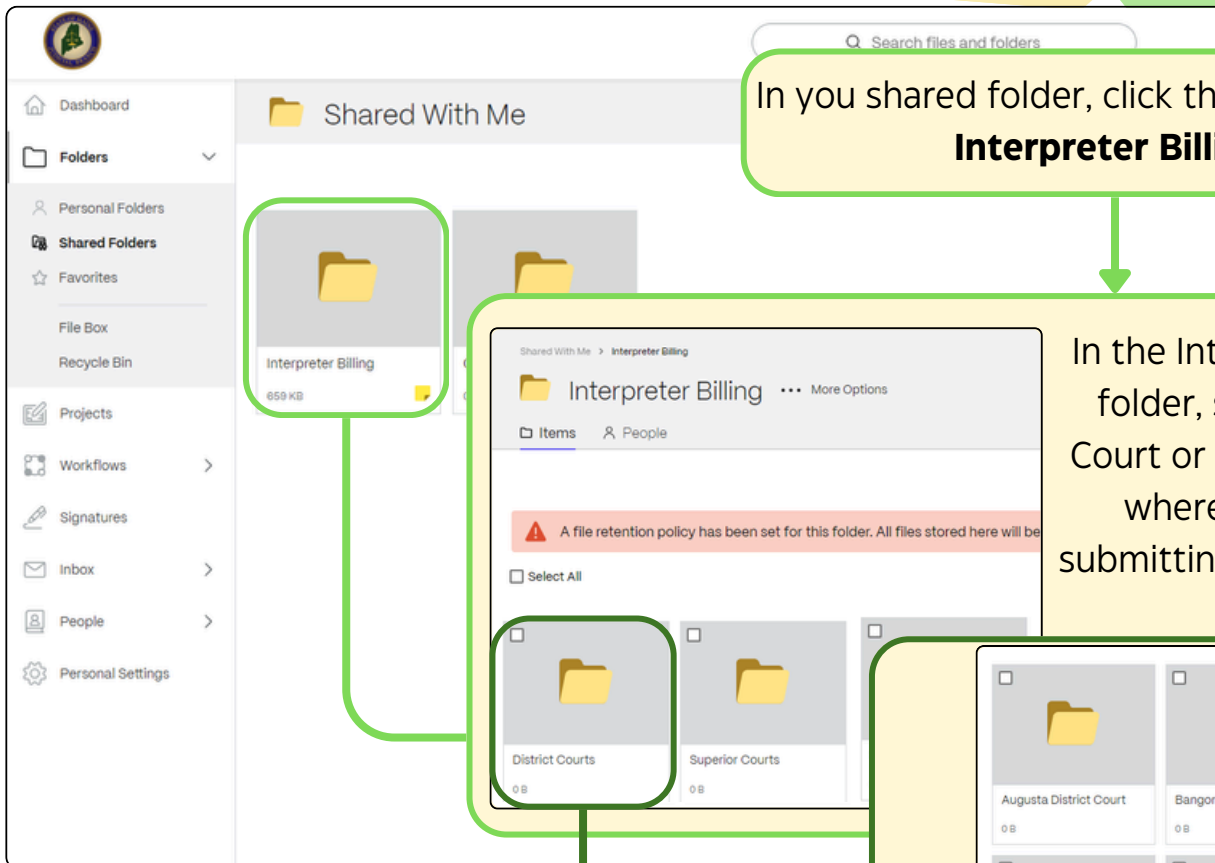
After you have logged into ShareFile, you will be brought to the Dashboard. To find the interpreter folders, click **Folders** to expand the drop-down.



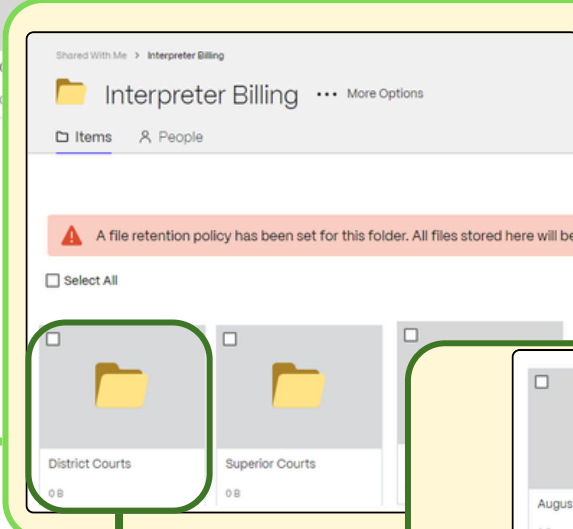
- Personal Folders
- Shared Folders**
- Favorites
- File Box
- Recycle Bin

Click **SharedFolders**.

Interpreter Electronic Voucher Submission



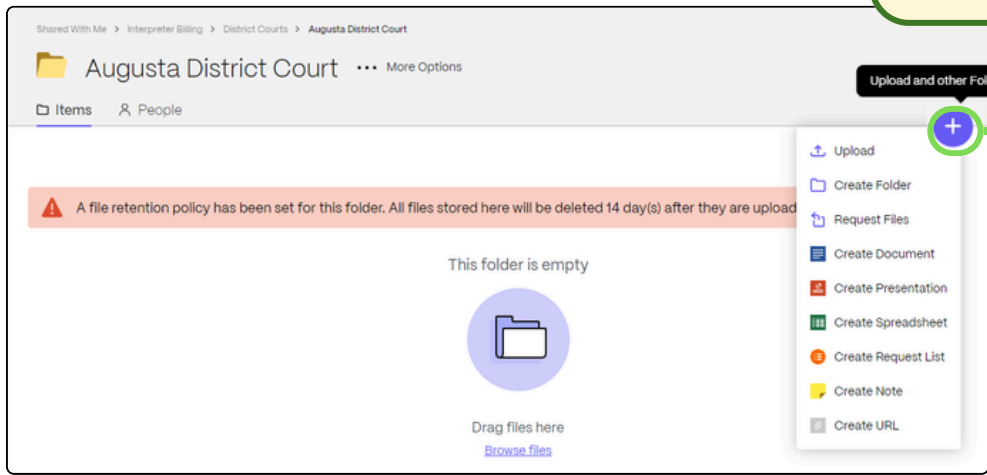
In you shared folder, click the folder labeled **Interpreter Billing.**



In the Interpreter Billing folder, select District Court or Superior Court, wherever you are submitting an invoice for.



In the District and Superior Courts folders, you will see a subfolder for each court. Select the folder for the appropriate court.



Once in the correct court folder, you can drag and drop your invoice into the folder or use the **+ icon** and click **Upload.**

Once your file has been uploaded, you are all set! If you wish to track your payment, use the vendor self-service portal.