



Court Interpreter Services
U.S. District Court, Central District of California

**Orientation for Contract Court Interpreters
SERVICES PROVIDED UNDER CJA (CRIMINAL JUSTICE ACT)**

The Criminal Justice Act of 1964, as amended (18 U.S.C. § 3006A) requires each United States district court to place in operation a plan for furnishing representation for any person financially unable to obtain adequate representation under certain circumstances. This court has established such a plan to provide payment of fees and expenses to counsel appointed under the plan and payment for investigative, expert, and other services incurred. Interpretation and translation services are considered expert services within the scope of this plan.

In general, pre-trial interpretation and translation services provided to appointed counsel away from the courthouse are payable under CJA. When the service is rendered during the same half or full day of a court appearance, it is considered part of the interpreter's half or full day's service and cannot be billed separately or in addition to the half or full day. When services are to be billed to CJA, interpreters are to adhere to the following guidelines to expedite payment:

- 1. Fill in the CJA voucher completely and legibly. Be sure to check the figures and remember that both the interpreter and the attorney have to sign and date the form.**
- 2. When submitting a CJA voucher for written translations, show the number of billable words, rate per word, and the type and purpose of the document(s) translated. This information can be shown in box #13 of the CJA voucher, or as an attachment. Contact the CJA office at 213 894-8521 for current written translation rates.**
- 3. When submitting a CJA voucher for tape/CD work, attach a work log showing start and stop times and the total number of hours worked, billed to the nearest 1/10 hour. In box #16 of the voucher, show the number of hours or fractions of hours, multiplied by the rate per hour, i.e., 25.20 hrs x \$35 p.h. = \$882.00).**
- 4. If the total amount billed exceeds \$800.00, attach a court order authorizing the expenditure. Do not start work on a project that is likely to exceed the \$800.00 limit without a court order.**
- 5. Make a copy of the CJA voucher and any supporting documentation for your records.**



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- 6. Deliver the completed CJA voucher with the attorney's signature and any supporting documentation to the CJA office in the U.S. Courthouse (see the address below).**
- 7. Incomplete CJA vouchers will be returned unpaid to the interpreter.**

Submit the completed CJA voucher for the attorney's signature together with the work product. Once the CJA voucher has been signed and completed by all parties, submit it for payment. The payments are generally issued 30 days after the completed voucher is submitted if the amount claimed is less than \$800.00. If the amount claimed is greater than \$800.00, payment should be issued within 60 days of the submission of a completed voucher. For information on vouchers not paid within the above time frames, the interpreter should contact the office of the CJA Supervising Attorney in writing or by facsimile to 213-894-8522, include in the request the defendant's name, case number and the date of service.

CJA 21 and CJA 31 (death penalty cases) forms and instructions are available on the court's home page, under "Forms." Forms can be printed prior to the date of service and completed at the time of service. Deliver or mail completed CJA vouchers to:

Office of the CJA Supervising Attorney
United States Court House
312 N. Spring Street, G-8 on Main
Los Angeles, California 90012

Most services rendered to the federal public defender that are not incident to a same half-day or full-day court appearance are paid directly by the office of the public defender. It therefore is not necessary for interpreters to fill in a CJA voucher to bill for those out-of-court services. The public defender will provide a CJA voucher ready for signature. Review the voucher before signing and returning it to the public defender for processing.