

# INTERPRETER WORKSHEET

CJA 21 Form

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U.S. District Court Docket Number: \_\_\_\_\_

U.S. District Court Case Name: \_\_\_\_\_

## INTERPRETER SERVICES

## TRAVEL EXPENSES

Date	Hours Worked		Brief Explanation or Description of Service	Total Number of Hours	Hourly Rate Charged	Total \$ Per Day	Mileage	Parking	Meals	Lodging
	From	To								
				<b>Grand Total Due:</b>		<b>\$</b>				

**NOTE:** Itemized receipts are necessary for all travel expenses.

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF WASHINGTON

**NOTICE TO INTERPRETERS**

**CJA INFORMATION**

- **CJA Form 21 Instructions** (<http://www.uscourts.gov/forms/cja21.html>)
- **CJA Form 31 Instructions** (<http://www.uscourts.gov/forms/cja31.html>)

To receive payment, CJA Form 21 or 31 must be completed properly. Please read the instructions carefully when submitting a voucher.

Interpreters must maintain contemporaneous time and attendance records for all work performed as well as expense records. Such records, which may be subject to audit, must be retained for three years after approval of the interpreter's final voucher for a case. **Any overpayments are subject to collection, including deduction of amounts due from future vouchers.**

**INTERPRETER PAYMENT VOUCHER GUIDANCE**

- Interpreter services claimed on CJA 21 or CJA 31 must be billed for the actual time spent on an hourly basis. Interpreters are paid a minimum of one hour. Pursuant to CJA Case Management and Budgeting Policy Adopted by the Court on February 14, 2011, **any service provided on or after February 14, 2011**, must be billed on an hourly rate and the range is \$25.00 - \$75.00. Examples of approximate rates in the district are \$55.00 per hour for federally certified Spanish; \$32.00 per hour Spanish non-federally certified. Rates for languages such as Punjabi, Vietnamese, Korean, etc. may vary.
- Interpreters should review their vouchers to ensure that they do not contain errors, duplicate payment claims, or other improper charges, and should also review their billing practices to ensure that claims are appropriate.
- An interpreter, billing on an hourly-rate basis, may not submit duplicate bills for work performed on more than one CJA representation furnished by an appointed attorney (federal public defender or community defender organization, CJA panel attorney, other attorney or entity authorized to obtain services under the CJA or the Defender Services appropriation, or person proceeding *pro se*) during the same time period. For example, if an interpreter is traveling to provide services for more than one person under the CJA, the interpreter may not bill the entire travel time on each payment claim. The payment shall be prorated between both defendant and/or cases.
- For interpreting services provided to one or more defendants represented by an appointed attorney(s) and a federal court unit on the same date, interpreters must identify in the supporting materials any other claim submitted to appointed counsel or a federal court unit (name of attorney or federal court unit and defendant, and time of service) for that date.

- When completing your CJA 21 or CJA 31, you are certifying that said services were rendered in accordance with the Contract Court Interpreter Services Terms and Conditions, and that no other federal court unit, Federal Public Defender, Community Defender Organization or other attorneys or entities obtained interpreter services under the CJA or the Defender Services appropriation has been or will be billed for the same period of services, cancellation or travel expenses.
- Interpreters must fully itemize their services, including the time period (times of day) for the services (see instruction 16a to CJA Forms 21 and 31 for other information and documentation that must be submitted).
- Interpreters may bill for travel with regard to CJA work performed. With respect to mileage expenses, the number of miles and the origination and destination of the travel must be submitted as part of the supporting documentation (see instruction 16b to CJA Forms 21 and 31 for other information and documentation that is required for travel expenses). <http://www.gsa.gov/portal/content/100715>
- The attorney may not sign his or her certification, required by item 18 of CJA Forms 21 and 31, until (1) the interpreter has provided the services and has completed the information and certification required by items 16 and 17 of those forms, and (2) the attorney has reviewed the billing information.

## REFERENCE MATERIALS

**For additional information regarding authorization and payment for investigators, experts, and other services under the CJA, please see the Guidelines for the Administration of the Criminal Justice Act and Related Statutes (CJA Guidelines), Volume 7, *Guide to Judiciary Policy*.**

- Chapter 3 – Authorization and Payment for Investigative, Expert or Other Services

[http://www.uscourts.gov/FederalCourts/AppointmentOfCounsel/Viewer.aspx?doc=/uscourts/FederalCourts/AppointmentOfCounsel/vol7/Vol\\_07.pdf](http://www.uscourts.gov/FederalCourts/AppointmentOfCounsel/Viewer.aspx?doc=/uscourts/FederalCourts/AppointmentOfCounsel/vol7/Vol_07.pdf)

- Chapter 6 – Federal Death Penalty and Capital Habeas Corpus Representations

[http://www.uscourts.gov/FederalCourts/AppointmentOfCounsel/Viewer.aspx?doc=/uscourts/FederalCourts/AppointmentOfCounsel/vol7/Vol\\_07.pdf](http://www.uscourts.gov/FederalCourts/AppointmentOfCounsel/Viewer.aspx?doc=/uscourts/FederalCourts/AppointmentOfCounsel/vol7/Vol_07.pdf)