

## DISTRICT OF OREGON CJA TIP SHEET

### Interpreter Billing

Due to new CJA policies and procedures adopted by the Ninth Circuit, Spanish-language interpreters in the District of Oregon must bill in six-minute increments (tenths of an hour) for CJA services on or after May 15, 2017. For services provided prior to May 15, 2017, bill at the half/full day rate.

The District of Oregon permits a two-hour minimum for services (including travel time) over 30 minutes and under two hours. The two-hour minimum may only be reimbursed once per day, even if multiple clients are seen. Services below 30 minutes and over two hours must be billed according to actual time spent. Travel time should be separated onto another line in eVoucher except when included in a two-hour minimum. Travel miles are reimbursable as expenses.

Questions? Contact the CJA Panel Team!

[OR\\_PanelTeam@fd.org](mailto:OR_PanelTeam@fd.org)

(503) 326-2123, ask for eVoucher help

eVoucher: navigate to Help, eVoucher Documentation

Example of a CJA 21 entry for services on or after May 15, 2017:

Date	Description	Units	Rate	Amt
05/15/2017	round trip travel time to Specific Jail	1.7	\$75.00	\$127.50
05/15/2017	meeting with client and attorney.	1.6	\$75.00	\$120.00
05/17/2017	translation of attorney letter to Client. 398 English words.	398.0	\$0.20	\$79.60
05/26/2017	2 HR MIN. 0.7 spent in round trip travel and 0.4 spent for investigator phone call with witness from attorney's office.	2.0	\$75.00	\$150.00
05/28/2017	Follow up call between investigator and witness.	0.3	\$75.00	\$22.50

Minutes	Tenths
0-3	.0
3-6	.1
7-12	.2
13-18	.3
19-24	.4
25-30	.5
31-36	.6
37-42	.7
43-48	.8
49-54	.9
55-60	1.0

#### Rates

Spanish-language federally certified interpreter: \$75/hr

Spanish-language non-federally certified interpreter: \$60/hr

Document translation: \$0.20/English word

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## Interpreter Policies

*(effective May 15, 2017)*

- Changes from 2011 policies
  - Abolish full/half day rates for Spanish-language out-of-court interpreting.
  - Increase hourly rates.
- Out of court interpreter services
  - Spanish
    - Federally-certified: \$75 per hour
    - Non-federally certified: \$60 per hour
  - Non-Spanish: negotiate reasonable rate
- Document translation
  - Spanish: \$0.20 cents per word
  - Non-Spanish: negotiate a reasonable rate
- Audio Transcription and Translation:
  - Spanish
    - Federally-certified: \$75 per hour
    - Non-federally certified: \$60 per hour
  - Non-Spanish: negotiate reasonable rate
- Thirty Minute Rule/Two Hour Minimum (one 2h minimum per day)
  - Services up to and including 30 minutes: bill for actual time spent
  - Services over 30 minutes but under two hours, bill for two hours (including travel)
  - Services over two hours: bill for actual time spent
- General guidelines
  - Authorization required for combined services over \$2,500
  - Bill in six-minute increments (tenths of an hour)
  - Only one two-hour minimum per day, even for multiple clients
  - Mileage is reimbursable
- Cancellation Policy
  - Interpreters are an integral and valued part of effectively representing financially-eligible defendants. Every effort should be made to avoid less than 24 hours' notice of a cancelled interpreter appointment. Should that occur, the interpreter can bill CJA for any actual out-of-pocket expenses and for the actual time expended to get to and from the appointment.