

DISTRICT OF OREGON CJA TIP SHEET

Interpreter Billing

The District of Oregon does not use full/half day rates for Spanish-language out-of-court interpreting. Interpreters for the District of Oregon must submit vouchers at least every three months and bill in six-minute increments (tenths of an hour) for CJA services.

Standing Order 2025-5 pre-authorizes up to \$3,000 for interpreting at the outset of each case. **Document translation/transcription requires a separate authorization.**

The District of Oregon permits a 1-hour minimum per client per day for services and cancellation with less than 24 hours' notice, in addition to travel time. If one client is seen multiple times in a day, and the aggregate time for the client that day is less than one hour, the interpreter may bill no more than the 1-hour minimum for that day. If multiple clients are seen in a day, the 1-hour minimum shall be applied to each client. Services over 1 hour shall be charged at actual time. Travel time should be separated onto another line in eVoucher. Travel miles should be billed as expenses.

Billing example:

Client	Date	Description	Units	Rate	Amt
Garcia	01/15/2024	Round trip travel time to Specific Jail	1.5	\$70.00	\$105.00
Garcia	01/15/2024	Meeting with client and attorney .8 hr (1-hr min)	1.0	\$70.00	\$70.00
Smith	01/26/2024	Interpret paralegal phone call with witness .7 hr (1-hr min)	1.0	\$70.00	\$70.00
Perez	01/26/2024	Atty/client meeting by phone .5 hr	1.0	\$70.00	\$70.00
Fontaine	01/30/2024	Atty/client meeting – cancelled by atty 2 hours before meeting	1.0	\$70.00	\$70.00

Rates:

\$100/hr: Spanish-language federally certified interpreter <i>(effective May 6, 2026; \$90 from March 5 - May 5, 2026)</i>
\$80/hr: Spanish-language professionally qualified interpreter <i>(effective March 5, 2026)</i>
\$70/hr: Spanish-language skilled (non-certified) interpreter <i>(effective March 5, 2026)</i>

*Document translation: \$0.20/English word –
prior specific authorization required

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

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Interpreter Policies

The District of Oregon does not use full/half day rates for Spanish-language out-of-court interpreting. Rates and rules are as follows:

- **Out of court interpreter services**
 - **Spanish**
 - \$100/hr: Spanish-language federally certified (*eff. May 6, 2026; \$90 March 5 - May 5, 2026*)
 - \$80/hr: Spanish-language professionally qualified (*eff. March 5, 2026*):
 - \$70/hr: Spanish-language skilled (non-certified) (*eff. March 5, 2026*):
 - **Non-Spanish:** negotiate reasonable rate (requires prior authorization from CJA Panel Office)
- **Document translation** (requires pre-authorization separate from interpreting)
 - Please contact the CJA Office for prior authorization and assistance on any document translation that exceeds 1,500 words (three single-spaced pages, or five double-spaced pages)
 - **Spanish:** \$0.20 cents per word
 - **Non-Spanish:** negotiate a reasonable rate (contact CJA Panel Office)
- **Audio Transcription and Translation** (requires pre-authorization separate from interpreting)
 - **Spanish**
 - \$100/hr: Spanish-language federally certified (*eff. May 6, 2026; \$90 March 5 - May 5, 2026*)
 - \$80/hr: Spanish-language professionally qualified (*eff. March 5, 2026*):
 - \$70/hr: Spanish-language skilled (non-certified) (*eff. March 5, 2026*):
 - **Non-Spanish:** negotiate reasonable rate (requires prior authorization from CJA Panel Office)
- **One-Hour Minimum** (1-hour minimum per client per day)
 - A one 1-hour minimum per client per day is allowed (aggregate all time for the same client on that date)
 - If multiple clients are seen in a day, the 1-hour minimum shall be applied to each client
 - Over one hour: bill for actual time spent
- **General guidelines**
 - Bill at least every three months on each case
 - Bill in six-minute increments (tenths of an hour)
 - Mileage is reimbursable as an expense
 - Separate authorizations required for document translation/transcription
- **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 late cancellation occur, interpreters may bill for a 1-hour minimum plus travel time and out-of-pocket expenses; or, if no travel is involved, the 1-hour minimum. Verification of late cancellation should be noted on the voucher entry by the interpreter, and by attorney in the Notes field on the voucher.