

FEDERAL PUBLIC DEFENDER
Western District of Washington

Interpretation and Translation Information
for the Federal Public Defender and CJA Panel

The Federal Public Defender and Criminal Justice Act (CJA) Panel for the Western District of Washington are part of the federal judiciary. As a federal agency, we must adhere to the guidelines established by the Administrative Office of the U.S. Courts for interpretation and translation services.

Interpretation and translation services are compensated according to the below rate structure (effective 10/1/15):

Half Day	0-4 hours in one day	\$226
Full Day	4-8 hours in one day	\$418
Overtime	each hour, or part thereof, over 8 hrs	\$59/hour
Document Translation is compensated at the rate of \$0.165 per English word		

Mileage may be reimbursed at the rate of \$0.54 per mile (effective 1/1/2016), which is subject to change. Other travel expenses, such as parking and bridge tolls, may be reimbursed, however, receipts are required for all non-mileage travel expenses.

The above rate structure applies to work performed for any agency (or combination of agencies) within the federal judiciary including U.S. District Court; U.S. Probation and Pretrial Services; the Office of the Federal Public Defender (FPD); and CJA Panel attorneys.

Interpreters may only submit one invoice for work performed during the same period, even if services are provided to different agencies. For example, an interpreter who works for FPD from 9:00 to 10:00 am, and then for a CJA Panel attorney from 11:00 to 11:45 am, may only submit one invoice because the services are performed within the same Half Day (4-hour) period.

If services are provided to different agencies, and the total exceeds 4 hours, then the interpreter should bill the first agency the Half Day rate (\$111) and bill the second agency the remainder (\$91), which is the difference between the Whole Day and Half Day rates.

Claims for payment for services provided to CJA Panel attorneys must be submitted on a CJA-21 Voucher signed by the attorney and by the interpreter. Claims for payment for work with FPD attorneys may be submitted on a CJA-21 Voucher or an invoice. All claims for payment must include the following information:

- Interpreter Name
- Tax ID Number
- Remittance Address
- Phone Number
- Attorney Name
- Client Name
- Date of Service
- Beginning AND End Times (for interpretation)
- English Word Count (for translation)
- Description of Service
- Location of Service
- Amount Claimed for Compensation
- Number of Miles
- Receipts (for non-mileage travel expenses)

Direct billing questions for FPD or CJA Panel attorneys to Madeline Scarp (Madeline_Scarp@fd.org).

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