

## **Notice for CJA Panel Attorneys**

**October 14, 2014**

### **UPDATED POLICY REGARDING DOCUMENT TRANSLATIONS REQUESTED BY CJA PANEL ATTORNEYS:**

The district has updated the policy on document translation. Because staff interpreters are typically available to perform Spanish to English document translation, the expenditure of CJA funds for outside translation services is discouraged. The Office of the Clerk has adopted the following policy with respect to translation of documents from Spanish to English on behalf of CJA panel attorneys.

#### **Sentencing Documents Submitted for Translation**

The court staff's interpreters will translate documents to be submitted to judges for sentencing purposes. Translations are limited to 10 documents per defendant. For both Phoenix and Tucson Division cases, documents are to be scanned and emailed to the court no less than 10 business days prior to sentencing at: [translations@azd.uscourts.gov](mailto:translations@azd.uscourts.gov). Please be sure to include contact information, the complete case name and number and the date of sentencing with all your requests. If there are extenuating circumstances that do not allow for the timely submission of sentencing documents, please forward the documents to the email address above along with an explanation of the situation and a staff interpreter will contact you immediately to let you know if the translation(s) can be done or if there is insufficient time for the translation to be completed prior to sentencing.

#### **Other Document Translations**

All non-sentencing related documents eligible for translation should be scanned and e-mailed to the court at: [translations@azd.uscourts.gov](mailto:translations@azd.uscourts.gov). The typical turnaround time will be 10 business days unless unusual circumstances exist. When submitting the document(s) for translation, include the following information: Name and phone number of contact person; complete case number; number of documents submitted, and requested completion date. Unless otherwise notified by the Clerk, the requester will receive the translated document(s) by the requested completion date.

For questions relating to translation requests, please contact Deb Lucas at (602) 322-7104 or Michael O'Brien at (520) 205-4205.