NOTICE RE CJA INTERPRETER RATES & DOCUMENT TRANSLATION

This notice applies to work performed on or after October 1, 2026 by interpreters on behalf of CJA attorneys.

Out-of-Court Interpreter Services:

The standard rate of compensation for interpreters contracted to provide expert services to attorneys appointed under the CJA for out-of-court services will be as follows:

	Half-Day (0.1-4.0 hrs)	Full-Day (4.1-8.0 hrs)	Overtime (8.1+ hrs)
Federally Certified Interpreters	$349	$617	$87/hr
Professionally Qualified Interpreters	$305	$540	$76/hr
Language skilled Interpreters	$207	$382	$48/hr

1. Local travel/commute is not compensable if the provider's address is less than 60 miles roundtrip from the meeting location. For travel exceeding 60 miles round trip, travel time will be included in the half-day or full-day time frame and mileage is reimbursable at the current CJA mileage rate. These rates shall be applied daily regardless of the number of attorneys or defendants for which the services are performed. The rates listed above do not include meal periods.

2. When an interpreter is required to bill two separate half-days during the same working day because of work for different attorneys, the first half-day must be billed at the half-day rate and the second half-day at the prorated difference between the half-day and full-day rates. Interpreters must utilize the District of Arizona's Interpreter Worksheet for their services which shall be submitted with the CJA-21 or CJA-31.

3. Interpreter services provided directly before or after an in-court proceeding shall be claimed as in-court services. In-court services are paid by the court at the rate governed by the contract between the interpreter and the Court unit.

4. An interpreter may not bill a CJA attorney and another federal agency or Court unit for meetings or court proceedings that occur during the same half-day or full-day time frame.

5. When engaging an interpreter, the Court expects CJA counsel to maximize the interpreter's services (e.g., scheduling multiple client visits on the same day).

If extraordinary circumstances exist necessitating out-of-court interpreter services exceeding eight hours in a day, CJA counsel should submit an AUTH in eVoucher asking the Court for relief from the maximum daily limit of eight hours. Such request shall be made prior to utilizing interpreter services where counsel can reasonably foresee that out-of-court interpreter services will be necessary.

Written 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:

1. Sentencing Documents

Court staff interpreters will translate documents to be submitted to judges for sentencing purposes. Translations are limited to 10 documents of no more than two (2) pages each, 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

Please be sure to include contact information, the complete case name and number, and the date of sentencing with each request. 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.

2. Other Documents

All non-sentencing related documents eligible for translation should be scanned and e-mailed to the court at: translations@azd.uscourts.gov. Translation of all such documents depends on court staff availability. 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.

Questions related to translation requests should be directed to Marizela Martinez, Administrative Assistant for Interpreter Services, at (520) 205-4323.

Attorneys should endeavor to use the most cost-effective method for this service when needed. Should the service still be necessary, translation of written documents will be paid at the hourly rate listed in the overtime rate column on page 1 based on the provider's level of skill.

Translation and Transcription of Audio Recordings:

This service typically consists of a translator listening to a recording in a foreign language and

creating a transcript in the foreign language. Thereafter, the translator translates that foreign language document into an English document. This service will be paid at the hourly rate listed in the overtime rate column on page 1 based on the interpreter's level of skill.[1]

Nothing in this Notice is intended to restrict the authority of the Court to approve variations as needed in a particular case.

[1] Transcription that does not include a foreign language component is paid at a rate not to exceed $3 per recorded minute.