

**UNITED STATES DISTRICT COURT
Northern District of California
Criminal Justice Act Unit**

**Interpreter Invoice
2024**

The hourly rate for interpreter services is \$80.

- Complete one invoice for each date of service.
- Billing shall be in 6-minute increments. See cand.uscourts.gov/cja/billing_increment_chart.
- For Total Time: Add travel time and service time then convert to correct 6-minute increment
- Invoices should be submitted to the attorney with Service Provider's Certification of Service.

Interpreter Name: _____
 Street Address: _____
 City: _____ State: _____ Zip Code: _____
 Attorney Name: _____

Date of Service: _____
 Case Number: _____
 Defendant : _____

Service Time: Start: _____ End: _____ **Total time in minutes:** _____

Travel Times

Depart from: _____ Time: _____
 Arrive at: _____ Time: _____
 Mileage: _____ Toll: _____ Parking: _____ BART/MUNI: _____
Total Inbound Time (in minutes): _____

Depart from: _____ Time: _____
 Arrive at: _____ Time: _____
 Mileage: _____ Toll: _____ Parking: _____ BART/MUNI: _____
Total Outbound Time (in minutes): _____
Total Travel Time (in minutes): _____

Category Totals

Total service & travel hours converted to billing increment: _____ x \$80 per hour= _____
 Total mileage: _____ x \$0.67 per mile = _____
 Total other travel expenses: _____

Total Compensation & Expenses Claimed: _____

Important: If you worked for any other court agency of this date (FPD, Probation, or USDC), you must provide the agency name, case number, and time of service below.

Agency	Case Number	Start time	End time
CJA			
FPD			
Probation			
USDC			