

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

**Interpreter Invoice  
2020**

As of January 31, 2020, 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/cia/billing\\_increment\\_chart](http://cand.uscourts.gov/cia/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 \$0.575 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			