



## JUDICIAL COUNCIL OF CALIFORNIA

455 Golden Gate Avenue • San Francisco, California 94102-3688  
Telephone 415-865-4200 • Fax 415-865-4205 • TDD 415-865-4272

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### MEMORANDUM

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<b>Date</b> September 15, 2022	<b>Action Requested</b> Submit Annual Renewal Fee and Required Forms
<b>To</b> Active Certified and Registered Court Interpreters	<b>Deadline</b> December 31, 2022
<b>From</b> Claudia Ortega, Supervising Analyst Court Interpreters Program Center for Families, Children & the Courts	<b>Contact</b> Questions regarding compliance: <a href="mailto:courtinterpreters@jud.ca.gov">courtinterpreters@jud.ca.gov</a>  Questions/login issues regarding CIDCS: <a href="mailto:cidcs@jud.ca.gov">cidcs@jud.ca.gov</a>
<b>Subject</b> 2022 Renewal and Compliance Cycle	

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The purpose of this memorandum is to inform all active certified court and registered interpreters that the 2022 Renewal and Compliance cycle has launched effective September 15, 2022. All active certified and registered court interpreters are required to pay the annual renewal fee of \$100 and attest to completion of their continuing education and professional assignments requirements (if due by December 2022). **Beginning this cycle, interpreters may pay their annual fee and attest to compliance (if due) online through the Court Interpreter Data Collection System (CIDCS) court interpreter portal.** The Court Interpreters Program (CIP) must receive the annual renewal fee and attestation form (if due) by December 31, 2022, for active court interpreters to avoid the late fee.

#### **New Online Attestation and Payment Platform**

CIP is pleased to share that all active certified and registered court interpreters may, for the first time, pay their compliance fees and attest to completion of their continuing education and professional assignments requirements (if due by December 2022) via the CIDCS court interpreter portal. CIP strongly encourages interpreters to utilize this new function of CIDCS for

immediate processing of their payment and attestation. However, as discussed below, interpreters may continue to send paper checks and the attestation form (if due), but they are required to mail them together and CIP must *receive* them by December 31, 2022.

### **Instructions**

Attachment A is a PowerPoint that provides step-by-step instructions for making payments and attesting via the new platform. The instructions include contact information if additional assistance is needed. It is also posted on the [Annual Renewal and Compliance](#) and [CIDCS](#) webpages.

### **Benefits**

There are several benefits to interpreters when paying fees and attesting to completion of their continuing education and professional assignments requirements (if due) via CIDCS. They include:

- Elimination of the need to mail paper checks and attestation forms to CIP.
- Immediate processing of payments and attestation, rather than the wait of approximately two months when paying by check and attesting by hard copy.
- A quick and easy online process that takes approximately five minutes to complete.
- Ability to pay by Visa, Mastercard, or debit card with a Visa or Mastercard logo.
- Secure payments via Payeezy.
- Immediate receipt of two e-mails from CIDCS and Payeezy confirming the payment was successful.
- Ability to access the platform by the web and mobile phone at any time to make payment and attest.
- Ability to update your contact information while making payment and attesting.
- You may also attest online in CIDCS to completion of your continuing education and professional assignments requirements (if due) and pay your annual renewal fee by check. However, it is recommended that interpreters attest to compliance (if due) and also pay online at the same time to ensure that both steps are timely completed.

### **Service Fee**

The online system will charge a \$2.50 service fee for each online payment to help offset the bank cost of providing this service. Any extra amounts remaining once service fees are reconciled with bank processing charges will remain in the revenue fund to support the Court Interpreters Program.

### **Importance of Current E-mail Addresses**

CIP communicates with active certified and court interpreters exclusively by e-mail. It is therefore crucial that interpreters ensure their contact information, especially their e-mail

address, is current in CIDCS. When making payments and attesting, interpreters are encouraged to also review their contact information and make any necessary updates.

### **Changes to the Master List**

As CIP previously communicated in August, as of September 15, the fax and pager numbers of active interpreters will no longer appear on the [Master List of Certified and Registered Court Interpreters \(Master List\)](#) as these modes of communication are no longer commonly used and most interpreters do not provide CIP with this information.

Additionally, as of September 15, the Master List now provides active interpreters' employment classification as a court employee or independent contractor to ensure the courts and public know the employment status of an interpreter before contacting him/her for contract work. The webpage for the Master List also provides the following text:

Please note that interpreters listed as court employees could also be part-time, intermittent, or otherwise available for contract work outside of their scheduled hours with the court.

Individuals or entities interested in contacting a particular interpreter employee for contract work may still contact the interpreter to determine if he/she is available for and interested in contract work.

For future upgrades, CIP is considering whether to add these other employment classifications (part-time, intermittent) to the Master List. If you see that your employment status is incorrectly listed on the Master List, please contact us at [courtinterpreters@jud.ca.gov](mailto:courtinterpreters@jud.ca.gov).

### **Payment by Check/Money Order and Attestation by Paper Form**

While CIP strongly encourages interpreters to utilize the new platform to pay their annual fee and attest, interpreters who still wish to pay by check and submit the paper attestation form may continue to do so. Please note that processing of paper checks and the paper attestation forms will continue to take approximately two months. Due to the high volume of inquiries that normally come with compliance, CIP cannot confirm receipt of payment and/or the attestation form. If you require proof of delivery, please send your payment and attestation form forms via express delivery.

Please note that the following forms are enclosed as Attachment B:

- **Annual Renewal Fee form** – This form must be completed and included with payment by personal check, cashier's check, and/or money order.
- **Attestation to Completion of the Continuing Education and Professional Assignments Requirements form** – This form must be completed and included with

payment if an interpreter's completion of continuing education and professional assignments requirements is due by December 31, 2022. Interpreters should refer to the sticker on their badge for the due date of these requirements. As discussed above, interpreters may also provide attestation through CIDCS.

- **Information Update/Verification form** – Updates to contact information may be requested via this form. If no updates to contact information are needed, then it is not necessary to send this form. As discussed above, interpreters may update their contact information via the interpreter portal in CIDCS.

The 2022 compliance forms are also available on the [Annual Renewal and Compliance](#) webpage.

Personal checks, cashier's checks, and/or money orders must be made payable to the State of California. Interpreters' canceled checks are their receipt. **Returned checks are subject to a \$15 returned check fee. CIP cannot accept forms by e-mail or fax. Checks and the attestation form (if due) must be mailed together and they must be *received* by December 31, 2022. Please mail payment of the \$100 annual renewal fee and completed forms by December 31, 2022 to:**

Judicial Council of California  
Court Interpreters Program  
455 Golden Gate Avenue  
San Francisco, CA 94102-3688

**Please do not hand-deliver payment and forms to the Judicial Council.**

### **Hardship and Compliance Periods**

As in recent years, interpreters who are experiencing hardship due to the COVID-19 pandemic are strongly encouraged to contact CIP at [courtinterpreters@jud.ca.gov](mailto:courtinterpreters@jud.ca.gov) to discuss a waiver or other accommodation to avoid suspension and/or revocation of their certified and/or registered status.

The following table outlines the compliance periods and fees due for each period:

<b>Compliance Periods</b>	<b>Fees Due</b>	<b>Deadline</b>	<b>Impact to Credential if Fees and/or Attestation Are Not Received by the Deadline</b>
September 15 – Last Day in December	Annual Fee (\$100)	Last Day in December	Late Fee (\$50) is imposed.
January 1 – Last Day in February	Annual Fee (\$100) <i>and</i> Late Fee (\$50)	Last Day in February	Interpreter's credential(s) are suspended and the reinstatement fee (\$250) is imposed.
March 1 – Last Day in June	Annual Fee (\$100), Late Fee (\$50), <i>and</i> Reinstatement Fee (\$250)	Last Day in June	Interpreter's credential(s) are revoked.

### **Compliance Requirements**

For all compliance requirements, please refer to the *Compliance Requirements for Certified Court Interpreters and Registered Interpreters* available at:

<https://www.courts.ca.gov/documents/CIP-Compliance-Requirements.pdf>

### **Questions**

For questions regarding compliance, please e-mail [courtinterpreters@jud.ca.gov](mailto:courtinterpreters@jud.ca.gov).

For questions/login issues regarding CIDCS, please e-mail [cidcs@jud.ca.gov](mailto:cidcs@jud.ca.gov).

Thank you for your efforts to support language access in the California courts.

### **Attachments**

Attachment A – Instructions for Online Compliance Payments and Attestation via CIDCS

Attachment B – Forms for 2022 Renewal and Compliance

Active Certified and Registered Court Interpreters

September 15, 2022

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cc: Chairs of the Regional Employment Relations Committee  
Language Access Representatives of the Superior Courts  
Interpreter Coordinators of the Superior Courts  
Charlene Depner, Director, Center for Families, Children & the Courts (CFCC),  
Judicial Council  
Don Will, Assistant Director, CFCC, Judicial Council  
Douglas G. Denton, Principal Manager, Language Access Services Program, CFCC,  
Judicial Council  
Scott Gardner, Supervising Attorney, Labor and Employee Relations, Human Resources,  
Judicial Council

## **Attachment A**

## **Attachment B**





JUDICIAL COUNCIL  
OF CALIFORNIA  
COURT INTERPRETERS PROGRAM

**2022 ANNUAL RENEWAL FEE**

**Complete this form and return it with your payment only if you are paying the annual renewal fee by personal check, cashier's check, and/or money order.**

**Interpreters are strongly encouraged to pay their annual fee and attest to completion of their continuing education and professional assignments requirements (if due by December 2022) via the new payment and attestation platform in CIDCS.**

Name: \_\_\_\_\_  
(first) (middle) (last)

Certification # or Registration #: \_\_\_\_\_

E-mail address (required): \_\_\_\_\_

**The following table outlines the compliance periods and fees due for each period:**

<b>Compliance Periods</b>	<b>Fees Due</b>	<b>Deadline</b>	<b>Impact to Credential if Fees and/or Attestation Not Received by Deadline</b>
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January 1 – Last Day in February	Annual Fee (\$100) <i>and</i> Late Fee (\$50)	Last Day in February	Interpreter's credential(s) are suspended and reinstatement fee (\$250) imposed.
March 1 – Last Day in June	Annual Fee (\$100), Late Fee (\$50), <i>and</i> Reinstatement Fee (\$250)	Last Day in June	Interpreter's credential(s) are revoked.

*Personal checks, money orders, and/or cashier's checks must be made payable to the*

*State of California*

**Mail to: Judicial Council of California**

**Court Interpreters Program**

**455 Golden Gate Avenue San  
Francisco, CA 94102-3688**

*Returned checks are subject to a \$15 returned check fee*



## Attestation to Completion of the Continuing Education and Professional Assignments Requirements

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Name on badge:

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Certification and/or Registration Number(s):

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Language(s):

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### For the compliance period ending December 31, 2022:

(Please refer to your identification badge for the expiration date)

I have completed 30 hours of Court Interpreter Minimum Continuing Education (CIMCE) activities as per the *Compliance Requirements for Certified Court and Registered Interpreters*.

I have completed 40 court-related or other qualifying professional interpreting assignments as per the *Compliance Requirements for Certified Court and Registered Interpreters*.

I understand the Judicial Council of California's Court Interpreters Program has the right to conduct an audit and that **I must maintain records verifying that I have completed all compliance requirements for 5 years.** Failure to provide documentation as requested could result in the imposition of sanctions up to and including suspension or revocation of my interpreting credential.

I have read and understand the *Compliance Requirements for Certified Court and Registered Interpreters*, located at <http://www.courts.ca.gov/documents/CIP-Compliance-Requirements.pdf>

**All boxes must be checked in order to be in compliance.**

**I declare under penalty of perjury, under the laws of the State of California that the above is true and correct:**

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Signature

Date

Please retain a copy of this form for your records. This form and your annual fee form must be received by December 31, 2022 to avoid late fees and negative impact to your credentialed status.



**INFORMATION UPDATE/ VERIFICATION  
ALL INTERPRETERS: PLEASE FILL OUT FORM AND RETURN ONLY  
IF YOU HAVE CHANGES**

**Name:** \_\_\_\_\_ **(Is this a new name? Yes/No)**

**Certification and/or Registration Number:** \_\_\_\_\_

*Contact information, including phone numbers and e-mail addresses, will be published on the Master List on the California Courts website and may also be provided, along with your mailing address, to trial court personnel on request, unless you indicate otherwise below. The Master List may be used by the courts, other state agencies, and the public to locate and contact interpreters for assignments. This information is also used by the Court Interpreters Program to contact you. Please make sure your information is kept upto date. It is your responsibility to immediately notify the Court Interpreters Program of any changes.*

**E-mail address:** \_\_\_\_\_

**Mailing address:**

Street/P.O. Box: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_

**County and State in which you live:** \_\_\_\_\_

**Please mark "X" in the box if you want the following information published to the Master List.**

Home phone: (\_\_\_\_) \_\_\_\_\_

Work phone: (\_\_\_\_) \_\_\_\_\_

Cell: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

**GEOGRAPHIC AVAILABILITY (Please circle all counties in which you are available to work)**

- |                                       |                                      |                                    |  |  |   |
|---------------------------------------|--------------------------------------|------------------------------------|--|--|---|
| <input type="checkbox"/> Alameda      | <input type="checkbox"/> Glenn       | <input type="checkbox"/> Marin     | <input type="checkbox"/> Placer          | <input type="checkbox"/> San Mateo     | <input type="checkbox"/> Sutter         |
| <input type="checkbox"/> Alpine       | <input type="checkbox"/> Humboldt    | <input type="checkbox"/> Mariposa  | <input type="checkbox"/> Plumas          | <input type="checkbox"/> Santa Barbara | <input type="checkbox"/> Tehama         |
| <input type="checkbox"/> Amador       | <input type="checkbox"/> Imperial    | <input type="checkbox"/> Mendocino | <input type="checkbox"/> Riverside       | <input type="checkbox"/> Santa Clara   | <input type="checkbox"/> Trinity        |
| <input type="checkbox"/> Butte        | <input type="checkbox"/> Inyo        | <input type="checkbox"/> Merced    | <input type="checkbox"/> Sacramento      | <input type="checkbox"/> Santa Cruz    | <input type="checkbox"/> Tulare         |
| <input type="checkbox"/> Calaveras    | <input type="checkbox"/> Kern        | <input type="checkbox"/> Modoc     | <input type="checkbox"/> San Benito      | <input type="checkbox"/> Shasta        | <input type="checkbox"/> Tuolumne       |
| <input type="checkbox"/> Colusa       | <input type="checkbox"/> Kings       | <input type="checkbox"/> Mono      | <input type="checkbox"/> San Bernardino  | <input type="checkbox"/> Sierra        | <input type="checkbox"/> Ventura        |
| <input type="checkbox"/> Contra Costa | <input type="checkbox"/> Lake        | <input type="checkbox"/> Monterey  | <input type="checkbox"/> San Diego       | <input type="checkbox"/> Siskiyou      | <input type="checkbox"/> Yolo           |
| <input type="checkbox"/> Del Norte    | <input type="checkbox"/> Lassen      | <input type="checkbox"/> Napa      | <input type="checkbox"/> San Francisco   | <input type="checkbox"/> Solano        | <input type="checkbox"/> Yuba           |
| <input type="checkbox"/> El Dorado    | <input type="checkbox"/> Los Angeles | <input type="checkbox"/> Nevada    | <input type="checkbox"/> San Joaquin     | <input type="checkbox"/> Sonoma        | <input type="checkbox"/> Out of State   |
| <input type="checkbox"/> Fresno       | <input type="checkbox"/> Madera      | <input type="checkbox"/> Orange    | <input type="checkbox"/> San Luis Obispo | <input type="checkbox"/> Stanislaus    | <input type="checkbox"/> All counties   |
|                                       |                                      |                                    |  |  | <input type="checkbox"/> Out of Country |

**NAME CHANGE: If your name has changed, please provide:**

**Former Name** (as it appears on the Master List): \_\_\_\_\_

**New Name** \_\_\_\_\_

If you have changed your name, you will require a new badge. Please return this form along with a \$15 check, cashier's check, or money order payable to the State of California. *Returned checks are subject to a \$15 returned check fee*

**IDENTITY VERIFICATION**

The following information is requested to verify your identity and *will not* be released:

California driver's license or ID #: \_\_\_\_\_ Expiration date: \_\_\_\_\_

**AUTHORIZATION FOR RELEASE OF INFORMATION**

I authorize the Judicial Council to release information contained herein, unless I have indicated otherwise.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DECLARATION**

I declare under the penalty of perjury under the laws of the State of California that the foregoing is true and correct. I understand that any false or misleading statements may result in the forfeiture of my status as a certified court or registered interpreter and removal from the Judicial Council's Master List, in addition to other penalties provided by law.

Your new full name (print clearly): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Mail completed update form to:*

**Judicial Council of California  
Court Interpreters Program  
455 Golden Gate Avenue  
San Francisco, CA 94102-3688**

**Please keep a copy of the completed form for your records.**