

CIDCS INTERPRETER PORTAL USER GUIDE

PRIMARY PAGE LAYOUT AND OPTIONS

California Court Interpreter Web Portal

User: Malcolm Reynolds Change Password Log Off

1 Interpreter Information 2 Add Daily Activity Log 3 FAGs

Interpreter Information

Availability: Active

Name: Malcolm Reynolds Certification #: 358375 Registration #: 716314 Status: Independent Contractor (Certified/Registered) Employer:	Certified/Registered Languages Mandarin Cantonese Greek Kazakh Japanese	Non-Cert/Non-Reg Languages Albanian Arabic	Current Photo
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Address Information 3

Resident County: Contra Costa
Mailing Address: 101 Serrano Drive, Allet

Contact Information 4

Display on California Courts Interpreter Search: **Counties:** 5

Cell: (510) 510-1111	No
Home: (510) 510-1111	No
Work: (510) 510-1111	Yes
Fax:	No
Email: mreynolds@gmail.com	No

Willing to work in:
 Amador
 Contra Costa

2020 Daily Activity Logs of Malcolm Reynolds

Date	County/Location	Session	Total # cases	Total Pay
Mar-30-2020	Amador County Court, Amador County Courthouse	Half Day - 1 case	-	\$150.00
Mar-24-2020	Santa Barbara County Court, Multiple Locations	Half Day - 1 case	-	\$226.09

6 select county 7 2020 8 go 9 view 10 delete

For questions regarding the portal, or to report technical issues, please email: CIDCSsupport@stl.ca.gov

CIDCS Interpreter Portal Main Page Full Screen

1. 'Interpreter Information' menu link - this link will return you to this primary page.
2. 'Add Daily Activity Log' menu link - this link opens the form to enter a new DAL.
NOTE: This opens in a new window.
3. 'Address Information' edit link - this link opens the form to update/change your mailing and/or residential addresses.
NOTE: This information is only available to the Judicial Council Court Interpreter Program staff.
4. 'Contact Information' edit link - this link opens the form to update/change your personal contact information. If 'Display on California Courts Interpreter Search' indicates 'Yes', this information is available to any California Court website (<https://courts.ca.gov>) user looking for an interpreter.
NOTE: This opens in a new window.
5. 'Counties' edit link - this link opens the form to update/change the counties that you are available to travel to for interpretation work. California Court website (<https://courts.ca.gov>) users use this information to find an interpreter.
NOTE: This opens in a new window.
6. 'select county' drop-down box - selecting a county will filter the list of activity logs to that county only.
NOTE: This can be used with the year drop-down box to further filter the activity logs.
7. Year drop-down box - selecting a year other than the one displayed (the default is the current calendar year), will filter the list of activity logs to that year.
NOTE: This can be used with the county drop-down box to further filter the activity logs.
8. 'go' button – this is used to run the filtering action based upon the 'select county' and/or year dropdown box.
9. Viewing an Activity Log - this button will open a specific log for you to view.
10. Deleting an Activity Log
NOTE: This button is only available if the Court has requested to review entries. Once the Court approves the entry, a log is no longer able to be deleted.

CHANGING YOUR CONTACT INFORMATION (PHONE NUMBERS, EMAIL ADDRESS)

Update Contact Information

Legal Name: Malcolm Reynolds

Display on California Courts Interpreter Search

Cell:	<input type="text" value="(510) 510-1111"/>	<input type="checkbox"/> Yes
Home:	<input type="text" value="(510) 510-1111"/>	<input type="checkbox"/> Yes
Work:	<input type="text" value="(510) 510-1111"/>	<input checked="" type="checkbox"/> Yes
Fax:	<input type="text"/>	<input type="checkbox"/> Yes
Email:	<input type="text" value="mreynolds@gmail.com"/>	<input type="checkbox"/> Yes

Change Contact Information

The California Courts website offers the ability to search for an interpreter by name, language, and county. It displays the interpreter's contact information - phone numbers and/or email address.

By checking the box under 'Display on California Courts Interpreter Search', the information is then displayed to court users looking for interpretation.

To change an entry:

- Click on or tab to the entry you wish to change or add
- Indicate whether you wish to have this information displayed on the Interpreter Search page, the default value is 'No'.
- Click on the 'Save Changes' button.

CHANGING YOUR ADDRESS INFORMATION

Update Address Information

Legal Name: **Malcolm Reynolds**

Mailing Address:

Address:	101 Serenity Drive
City:	Ariel
State:	
Zip Code:	
Residence County:	Contra Costa ▼

Change Address Information

The Court Interpreters Program uses the address data as your primary contact address.

To change an entry:

- Update each field as necessary.
- Click on the 'Save Changes' button.

CHANGING THE COUNTIES YOU ARE AVAILABLE TO WORK IN

Update Counties Willing to Work In

Legal Name: Malcolm Reynolds

Counties Willing to Work

- Amador
- Contra Costa

Remove County

>

<

Add County

County List

- Alameda
- Alpine
- Amador
- Butte
- Calaveras
- Colusa
- Contra Costa
- Del Norte
- El Dorado
- Fresno

Save County Changes

Close

Update County List

The Court Interpreters Program uses this list of 'Counties Willing to Work in' to enable both the Public and the Superior Courts to limit their search to Interpreters only available to their county.

To remove or add a County:

- Add a County:
 - In the 'County List', select the county you want to add.
NOTE: You can select more than one county by holding down the CTRL key (Windows) or the Command key (MAC).
 - Click the 'Add County' button.
- Remove a County:
 - In the 'Counties Willing to Work', select the county you want to remove.
NOTE: You can select more than one county by holding down the CTRL key (Windows) or the Command key (MAC).
 - Click the 'Remove County' button.
- Click the 'Save County Changes' to update your counties.
NOTE: You can move counties back and forth before saving your updates. You do not have to do each change separately.

OTHER INTERPRETER INFORMATION

Currently, changes to the following Interpreter Information are not available on this Portal. Contact the Court Interpreter Program Office to make changes.

- Certified/Registered Languages
- Non-Certified/Non-Registered Languages
- Your Current Photo

ADDING AN ACTIVITY LOG

Add Daily Activity Log

Name: Malcolm Reynolds
 Status: Independent Contractor (Certified/Registered)

* Location: select 1

* Assignment Date: mm/dd/yyyy 2

* Session: AM PM Full Day Night 3

* Cross Assignment: No Yes 4

* required fields

Assignment Details

#	* Language	* Case Type	* # of Interpretations	Case #	* Event Type	Event Details	Method
1	5 select	6 select	7 1	8 0	9 Select	10	In Person 11

Click to add additional cases 14

Total # of Interpretations 1

After clicking save, where do you want to go?
 I want to view this log

Save Cancel

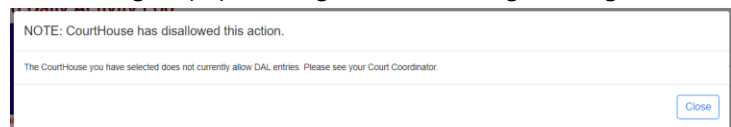
Add Daily Log Entry Page

Only 8 of the 11 data fields on the “Add Daily Activity Log” screen are required for data entry by the Judicial Council. In the graphic above, the required fields are noted with a red asterisk (*). Similarly, the field headers for required fields below will be in red font.

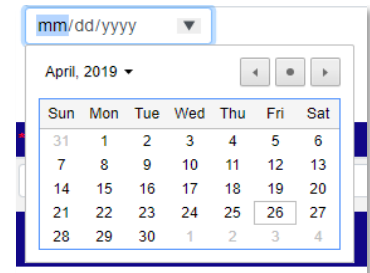
Assignment Information (required):

1. **Location:** The Superior Courts are broken down by Counties. The list is customized for each interpreter. Your home county will show up first, then counties you are willing to work in:
 - Your Home County
 - Counties you are willing to work in
 - All other counties

Some counties have elected to disallow any entries of Activity Logs by anyone other than court personnel. If the location you select is part of this group, you will get the following message after selecting that county and the Add Daily Activity Log page will automatically close when the ‘Close’ button is pressed.



2. **Assignment Date (required):** The date the assignment/interpreting task took place. When you click or tab into the field, you will see a down pointing arrow. Clicking on this arrow will bring up the date selector. Please select the date the assignment was provided and not the date the assignment was entered in the system



- Session (required):** Morning (AM), Afternoon (PM), Full Day or Night. If the assignment was Half Day, select either AM or PM. If the assignment was during night court, select “Night”.
- Cross Assignment:** Unless you are a Court Employee working at a court other than your home court, this will not be needed and can remain a ‘No’.

Assignment Detail: There should always be at least one (1) row of assignment detail. Each case is to be entered on a new detail line.

#	Language	Case Type	# of Interpretations	Case #	Event Type	Event Details	Method
1	5 Cantonese	6 Delinquency	7 2	8 ct254lkuy	9 Trial	Conference Continuance Default Hearing Dismissed/Vacated Hearing (Other)	In Person 1:1 1:2
2	Mandarin	Mental Health	4	rd45653	Non Trial	Conference Dismissed/Vacated Hearing (Other) Judgment Jury/Juror	In Person 1:3
3	select	select	1	0	Select		In Person

Click to add additional cases 1:4

Total # of Interpretations 7

Sample Assignment Details

- Language (required):** If you interpret for more than one language, the language dropdown menu will contain all of the languages you are either certified or registered in. If you only interpret in one language, this data field will be auto-populated with that language, otherwise, select the language for the assignment you are entering.
- Case Type (required):** Select the Case Type corresponding to the assignment you are entering. If you are unsure which case type to choose, please reference the “CIDCS Case Type Definitions” document. - *Civil (Other), Civil Harassment, Delinquency, Dependency, Domestic Violence, Drug Court, Elder or Dependent Adult Abuse, Family (Child Support), Family (Other), Family (Termination of Parental Rights), Felony, Infraction, Mental Health, Misdemeanor, Other, Probate (Guardianship/Conservatorship), Probate (Other), Small Claims, Traffic, Unlawful Detainer*
NOTE: These are being reviewed and the options may change.
- Number of Interpretations (required):** Enter the number of interpretations you completed for each case. From July 1, 2018 to June 30, 2020, this metric was changed to “Number of Cases”. We are changing the metric back to “Number of Interpretations” to ensure we are accurately tracking the language needs of court users. Instruction on how to count interpretations are as follows:

- You interpret for more than one person during the same case: Count each person as an interpretation, even if they are parties to the same case. .
 - You interpret for multiple events on a single case: If the events occurred on the same docket or during the same hearing, count them together as one interpretation. If the events happened on different days or on different court calendars or at different locations, even within the same courthouse, count each event as one interpretation.
 - You interpret a case (such as a trial) that lasts for more than one day. Previously each day was counted separately. **This does not change;** count **one interpretation** for each day.
 - Assignments completed as “Standby” or as a “Floater” can still be entered. You would enter these assignments just like you would any other, indicating the court location, date and language. If the assignment pertained to a specific case type, such as covering a felony or traffic court calendar, you would select the relevant case type. If the assignment cannot be associated with a specific case type, choose the “Other (specify)” case type. You will leave the case number field blank. Change the number of interpretations from “1” (default) to “0”, select “Non-Trial” as the event type and leave the event details blank.
8. Case Number – This data field is not required by the JCC for data entry. Please check with your county’s interpreter coordinator or language access representative to verify if your court requires this data to be entered. If the county the assignment was performed in does not require this data, you may leave it blank.
 9. **Event Type (required):** If the assignment was performed during a trial of any kind, select “Trial”. Otherwise, select “Non Trial”.
Note: You cannot combine “Trial” cases with “Non Trial” cases in the same “Assignment Detail” line entry. For example, if you interpreted for two Felony cases in Spanish but one was in trial and the other was not, these cases will need to be entered on different “Assignment Detail” lines of the DAL entry screen.
 10. Event Details: This data field is not required by the JCC for data entry. Please check with your county’s interpreter coordinator or language access representative to verify if your court requires this data to be entered. If the county the assignment was performed in does not require this data, you may leave it blank. Otherwise, select the Event Details that most closely correspond to the assignment. You may choose multiple event details types for each case by holding down the CTRL key (Windows) or the Command key (MAC).
Arraignment, Conference, Continuance, Default Hearing, Detention Hearing, Dismissed/Vacated, Hearing (Other), Judgment, Jurisdiction Hearing, Jury/Juror, Mediation, Mental Health Evaluation, Order to Show Cause, Other, Parent/Guardian, Plea, Pre-Trial, Preliminary Hearing, Public Assist, Restraining Order, Review Hearing, Self Help Center, Sentencing, Sight Translation/Forms, Temp Restraining Order, Trial, Victim/Witness, Violation of Probation
 11. **Method (required):** The default is 'In Person', but you can also select 'Remote' or 'Telephonic'.

Method of Interpretation	Definitions
In-Person	Generally, “In-Person” is when the interpreter is in the courtroom. Note: This includes situations where the interpreter is in the courtroom and the litigant or defendant is offsite (e.g., appearing from a jail). This also includes situations where the interpreter is in the courtroom and parties/witnesses are appearing via an audiovisual delivery system (e.g., Zoom) or by telephone.

Telephonic	The interpreter is outside the courtroom and is using telephone equipment only (such as a cell phone, land line, or speaker phone). Note: This category is for the use of telephone (audio) only. This includes situations where the interpreter is outside the courtroom and is providing interpretation to the LEP by telephone only.
Remote	Remote is when the interpreter is outside of the courtroom and is rendering interpreting services by means of an audiovisual delivery. Note: This includes all audiovisual delivery situations where the interpreter is outside the courtroom, including the following: at home, in the courthouse in a different room, in a different courthouse building or location within the same county, or performing a remote assignment for another county or another region. In addition, this may include situations where the interpreter is offsite and only the audio feature is used for interpreting services via an audiovisual delivery system

12. Duplicate This Row: Clicking this icon will duplicate the selected row exactly. If you have multiple assignments from the same session with similar data, this feature will help expedite your data entry.
13. Delete This Row: If you have more than one (1) detail line, you will see a red 'X' icon next to Duplicate Row icon. Clicking this will delete that specific detail row.
14. Click to add additional cases: Clicking this icon will add additional blank assignment detail rows.

Expense Details:

Additional/Unusual Expense Details			
Interpreting Pay Rate <small>(hourly rate X 4 for AM or PM, X 8 for Full Day):</small>	\$ 0 15	Unusual Expenses	Notes
Travel Expenses: <small>(hourly rate X hours of travel minus 1 hour)</small>	\$ 0 16	1 select reason 18	\$ 0 19 20
Miles: 0 17 X 0.575 =	\$ 0	2 select reason	\$ 0
Unusual Expense Subtotal:	\$ 0	3 select reason	\$ 0
Total Payment:	\$ 0	4 select reason	\$ 0
		5 select reason	\$ 0

Sample Expense Report

Some counties have elected to allow Interpreters to enter their expenses directly into the system. If the location you select is part of this group, you will see the 'Expense/Payment Report' section. If they are not, you will need to submit any expense information to court personnel.

15. Interpreting Pay Rate: This is your hourly rate, multiplied by the number of hours you were interpreting. For a half day, multiply your rate by 4. For a full day, multiply your rate by 8. This number is NOT dependent upon the number of interpretations done, but upon the number of hours worked that day.
Example: An hourly rate of 38.08. The interpretations took 4 hours. 38.08 X 4 equals 152.32. This is what would be entered in the Interpreting Pay Rate box.

16. Travel Time: This is your hourly rate, multiplied by the number of hours you traveled minus one.
Example: You traveled for 2 ½ hours. Your travel time is 1 ½ hours. 38.08×1.5 equals 57.12. This is what would be entered in the Travel Expenses box.
17. Miles: The number of miles traveled. This number will be automatically multiplied by the current Judicial Council Mileage Reimbursement Rate for the year of the appointment. As of January 1, 2020, that rate is 0.575 per mile.
Example: You traveled 50 miles. Enter 50 in the box and the total will be calculated for you – 28.75.

Unusual Expenses:

It is not likely that there will be any unusual expenses for your assignment, but just in case.

18. Select a reason for an unusual expense:
Airfare, Lodging, Cancellation Fee, Transportation, Food
19. Amount: Enter the dollar amount that you spent.
20. Notes: Details regarding the unusual expense.

When you are done entering this log, you can choose to either view the log (default option) or return to your profile page.



The image shows a portion of a web interface. At the top, there is a dark blue header bar with the text "After clicking save, where do you want to go?". Below this is a white dropdown menu with the text "I want to view this log" and a small downward arrow. Below the dropdown are two buttons: "Save" and "Cancel".

Click 'Save' to submit your Activity Log.

EDITING AN ACTIVITY LOG

Only Activity Logs that have not yet been approved/finalized by the Court may be edited or deleted. If the Activity Log has not been approved/finalized, when you view it, you will see the following:

California Court Interpreter Web Portal
User: Malcolm Reynolds Change Password Log Off

Interpreter Information | Add Daily Activity Log | FAQs

View Assignment Log

Interpreter Name: Reynolds, Malcolm
Court: Amador County Courthouse in Amador County
Date: 03-12-2019
Session: PM Total Pay: \$223.06
Total # of Cases: 2 **1** **2**
Status: Submitted [Edit This Log](#) [Delete This Log](#)

Assignment Details

#	Language	Case #	# of Cases	Case Type	Event Type	Event Details	Method
1	Mandarin	dfatrat	1	Civil Harassment	Trial	Preliminary Hearing	InPerson
1	Cantonese	dv123456	1	Domestic Violence	Trial	Continuance	InPerson

Expense Details

Payment Description	Amount
Interpreting Pay Rate	\$150.00
Travel Expenses <small>(hourly rate X hours of travel minus 1 hour)</small>	\$25.00
Mileage	\$33.06
Unusual Expenses:	
(Notes: Tolls) Transportation	\$15.00
Unusual Expense Subtotal	\$15.00
TOTAL	\$223.06

For questions regarding this portal, or to report technical issues, please email: CIDCSSupport@jud.ca.gov

View of Daily Log with Financial Data

1. Edit this Log

This will open the log to enable editing

2. Delete this Log

Clicking this will open a dialog box that will request confirmation of the delete.

Delete this Activity Log?
Are you sure you want to delete this Activity Log? You will not be able to undo this action.

[Delete this Activity Log](#) [Close](#)

Edit This Activity Log

Name: Malcolm Reynolds
 Status: Independent Contractor
 Location: Amador: Amador County Courthouse
 Assignment Date: 03/12/2019
 Session: AM PM Full Day Night
 Cross Assignment: No Yes

Assignment Details

#	Language	Classified As	Case Type	# of Cases	Case #	Event Type	Event Details	Method
1	Cantonese	Certified	Domestic Violence	1	dv153287	Trial	Conference Continuance Default Hearing Dismissed/Vacated Hearing (Other)	In Person

Click to add additional cases Total # of Cases: 1

Additional/Unusual Expense Details

Interpreting Pay Rate:	\$ 150	Unusual Expenses		Notes
Travel Time:	\$ 25	1	Transportation	\$ 15 Toils
Miles: 57 X 0.58 =	\$ 33.06	2	select reason	\$ 0
Unusual Expense Subtotal:	\$ 15	3	select reason	\$ 0
Total Payment:	\$ 223.06	4	select reason	\$ 0
		5	select reason	\$ 0

After clicking save, where do you want to go?
 I want to view this log

Save Cancel

Editing a Daily Log with Financial Data

Please follow the same steps as in the 'Add an Activity Log'.