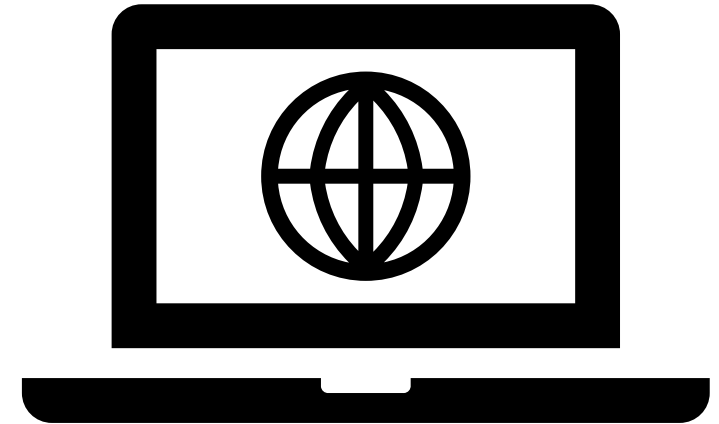


Court Interpreter Data Collection System (CIDCS)

Court Interpreter Portal

Instructions for payment of the
compliance annual renewal fee and
attestation

September 2023



How to pay the annual renewal fee and attest to completion of the continuing education and professional assignments requirements

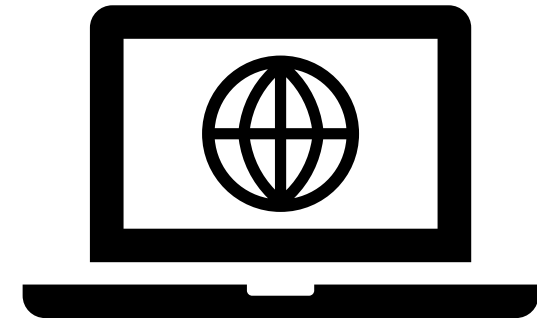
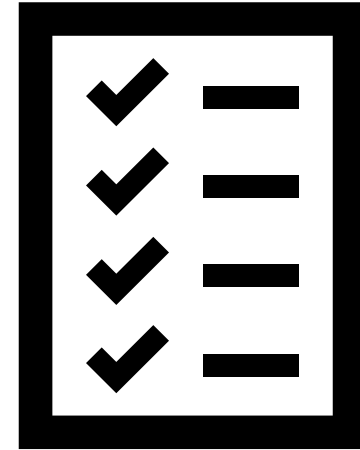
These instructions outline four easy steps:

Step 1. Log into the CIDCS Interpreter Portal

Step 2. Select the “Professional Assignments and Continuing Education” tab to attest (if due by December 31, 2023)

Step 3. Select the “Payment History” tab to pay the \$100 annual renewal fee

Step 4. Save the two confirmation emails



Step 1

Log into the CIDCS Interpreter Portal

California Court Interpreter Web Portal

Welcome to the Interpreter Portal.

If you have a login for this portal, please [sign in](#). If you do not, and believe that you should, please contact your Court Interpreter administrators at CIDCS@jud.ca.gov.

Application availability

Due to the nightly backup of the Oracle database, this application will be unavailable daily from 10pm to 7am.

[Privacy Statement](#) | For questions regarding this portal, or to report technical issues, please email: CIDCS@jud.ca.gov

Sign In

User ID (your Email Address):

Password:

[Forgot My Password](#)

Interpreter Portal:

<https://interpreterportal.courts.ca.gov/index.cfm>

Step 2

Select the “Professional Assignments and Continuing Education” tab.

California Court Interpreter Web Portal

User: Brittany Spears [Change Password](#) [Log Off](#)

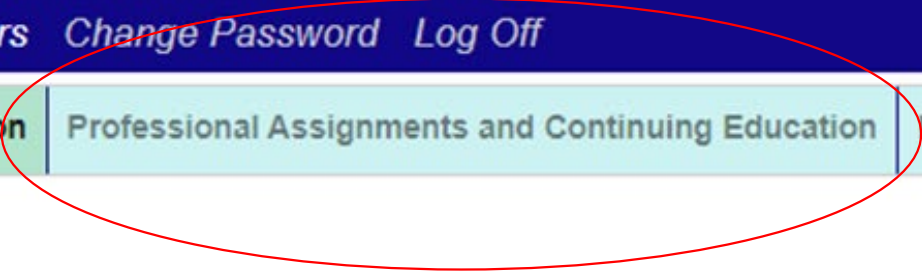
[Interpreter Information](#)

[Professional Assignments and Continuing Education](#)

[Payment History](#)

[Add Daily Activity Log](#)

[FAQs](#)



If your professional assignments and continuing education requirements are due by December 31, 2023, you will see this screen. You must select every checkbox and then click on “I Attest That I Meet the Compliance Requirements” before proceeding to payment. Be sure to keep records for five years in case of an audit.

California Court Interpreter Web Portal

User: Brittany Spears Change Password Log Off

Interpreter Information Professional Assignments and Continuing Education Payment History Add Daily Activity Log FAQs

Attestation to Completion of the Continuing Education and Professional Assignments Requirements

If your continuing education and professional assignments requirements are due by the last day in December of this year, please complete the following online attestation form. Please refer to your identification badge for your due date for completion of these requirements.

All boxes must be checked in order to be compliant.

| | |
|--------------------------|--|
| <input type="checkbox"/> | I have completed 30 hours of Court Interpreter Minimum Continuing Education (CIMCE) activities as per the <i>Compliance Requirements for Certified Court and Registered Interpreters</i> . |
| <input type="checkbox"/> | I have completed 40 court-related or other qualifying professional interpreting assignments as per the <i>Compliance Requirements for Certified Court and Registered Interpreters</i> . |
| <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | I have read and understand the <i>Compliance Requirements for Certified Court and Registered Interpreters</i> . |
| <input type="checkbox"/> | I declare under penalty of perjury, under the laws of the State of California that the above is true and correct. |

If you would like to request a waiver or extension of these requirements, please contact the Court Interpreters Program at courtinterpreters@jud.ca.gov. For additional information, please click [HERE](#).

I Attest That I Meet The Compliance Requirements

You are not required to attest by December 31, 2023, if you see the circled message. You may proceed to make a payment by clicking on the "Payment History" tab.

California Court Interpreter Web Portal

User: *Brittany Spears* [Change Password](#) [Log Off](#)

[Interpreter Information](#) [Professional Assignments and Continuing Education](#) [Payment History](#) [Add Daily Activity Log](#) [FAQs](#)

Attestation to Completion of the Continuing Education and Professional Assignments Requirements

If your continuing education and professional assignments requirements are due by the last day in December of this year, please complete the following online attestation form. Please refer to your identification badge for your due date for completion of these requirements.

Attestation is not needed at this time for this compliance year.

If you would like to request a information on these requirements, please contact the Court Interpreters Program at courtinterpreters@jud.ca.gov. For additional information, please click [HERE](#).

[Privacy Statement](#) | For questions regarding this portal, or to report technical issues, please email: CIDCS@jud.ca.gov

Step 3

Select the "Payment History" tab.

California Court Interpreter Web Portal

User: Brittany Spears Change Password Log Off

Interpreter Information

Professional Assignments and Continuing Education

Payment History

Add Daily Activity Log

FAQs

The table provides important information about the compliance deadlines and fees. Select “Click here to make a payment by credit or debit card” to make a payment.

Interpreter Information

Professional Assignments and Continuing Education

Payment History

Add Daily Activity Log

FAQs

Fees, Credits, and Payments

Active certified and registered interpreters are now able to pay their compliance fees, as well as attest to completion of their professional assignments and continuing education requirements via this portal.

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

| Compliance Periods | Fees Due | Deadline | Impact to Credential if Fees and/or Attestation Not Received by Deadline |
|----------------------------|--|----------------------|---|
| September 15 - December 31 | Annual Fee (\$100) | Last day in December | Late Fee (\$50) imposed |
| January 1 - February 28 | Annual Fee (\$100) and Late Fee (\$50) | Last day in February | Interpreter's credential(s) are suspended and reinstatement fee (\$250) imposed |
| March 1 - June 30 | Annual Fee (\$100), Late Fee (\$50), and Reinstatement Fee (\$250) | Last day in June | Interpreter's credential(s) are revoked |

Table that outlines the compliance periods and fees due for each period.

If you would like to request the inactive status, please contact the Court Interpreters Program at courtinterpreters@jud.ca.gov.

Fees/Credits

| Fee/Credit Details | Payment Year | Amount |
|---|--------------|-----------------|
| Renewal Fee for Certified Court Interpreter | 2021 | \$100.00 |
| Outstanding Balance: | | \$100.00 |

You are strongly encouraged to pay the applicable fees via the ~~CIDCS portal~~ for quicker processing of your payment and updating of your compliance status.

[Click here to make a payment pay by credit or debit card](#)

The fee(s) that you owe and the transaction fee will be listed in the table shown below. Select "Proceed to Checkout" to make a payment.

| | | | | |
|-------------------------|---|-----------------|------------------------|------|
| Interpreter Information | Professional Assignments and Continuing Education | Payment History | Add Daily Activity Log | FAQs |
|-------------------------|---|-----------------|------------------------|------|

| | |
|---|-----------------|
| Fee(s) Due (if you have any credit, that it will shown below.) | |
| Renewal Fee for Certified Court Interpreter | \$100.00 |
| Credit Card Transaction Fee | \$2.50 |
| Total Amount Due | \$102.50 |

[Proceed to Checkout](#)

Payment page

The system only accepts Mastercard, Visa, and debit cards with these logos. Provide all of the required information and then submit your payment by clicking on "Pay with Your Credit or Debit Card."

NOTE: For your security, the system will NOT retain your card's information.

Review Your Order

| Quantity | Item | Unit | |
|--------------|---|----------|------------|
| 1 | Renewal Fee for Certified Court Interpreter | \$100.00 | USD |
| 1 | Credit Card Transaction Fee | \$2.50 | USD |
| Total | | | USD |

[« Return to Judicial Council of California](#)

Pay with Your Credit or Debit Card

Cardholder Name

Brittany Spears

Address

1222 Lovely Street

City

Sacramento

State/Province

California

ZIP/Postal Code

95819

Country

United States

Credit Card Number

Expiry Date (MMYY)



Security Code

Present

CVV2 is the Visa term for the 3-digit security code on the back of the credit card (Visa and MasterCard). For American Express, it is 4-digits and located on the front.




Email

Lisa.chavez@jud.ca.gov

A confirmation email will be sent to this address.

Verification

I'm not a robot  reCAPTCHA
Privacy * Terms

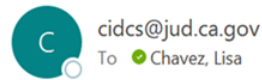
Pay with Your Credit or Debit Card

Once payment is complete, you will be logged out of CIDCS.
Note: You may log back in at anytime to update your profile information.

Step 4
 You will
 immediately
 receive two
 email
 confirmations.
 Save them for
 your records.

CIDCS Confirmation

2021 Compliance: Receipt of Online Payment



<< Do not reply to this email. >>

Thank you for your payment. Please review the following details of this or accurate, please contact the Court Interpreters Program at courtinterpreters@jud.ca.gov

Interpreter Details:

Brittany Spears
 1222 Lovely Street
 Sacramento, CA 95819
 Certification #: 334017
 Email: Lisa.chavez@jud.ca.gov

Payment Details:

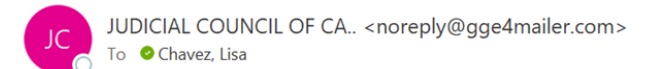
Payment Method: Credit card
Payment ID: 13045
Reference #: 008130
Card Holder: Brittany Spears
Card Type: VISA
Card Number: #####0958
Payment Date: 8/8/2022 @ 10:46:48 AM
Amount Paid: \$3.50

| Description |
|---|
| Renewal Fee for Certified Court Interpreter |
| Transaction Fee |
| Total Paid |

Thank you for your payment

Payeezy Confirmation

Transaction Receipt from JUDICIAL COUNCIL OF CA.



If there are problems with how this message is displayed, click here to view it in a web browser. Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Thank you for your payment

Order Information

| Quantity | Item |
|----------|---|
| 1 | Renewal Fee for Certified Court Interpreter |
| 1 | Credit Card Transaction Fee |

This order is now complete. Transaction approved!

Here is your receipt:

```

***** TRANSACTION RECORD *****
JUDICIAL COUNCIL OF CA..
455 GOLDEN GATE AVENUE
SAN FRANCISCO, CA 94102
United States
HTTPS://INTERPRETERPORTAL.JUD.CA.GOV/INDEX.CFM

TYPE: Purchase

ACCT: Visa                $ 3.50 USD

CARDHOLDER NAME : Brittany Spears
CARD NUMBER      : #####0958
DATE/TIME       : 08 Aug 22 10:46:46
REFERENCE #     : 002 0666520 W
AUTHOR. #      : 008130
TRANS. REF.    : 7825

Approved - Thank You 100

Please retain this copy for your records.

Cardholder will pay above amount to
card issuer pursuant to cardholder
agreement.
*****
  
```

For questions regarding this payment, please contact the Court Interpreters Program by emailing: courtinterpreters@jud.ca.gov

To view your history of payments (including the payment just made), log back in and select the "Payment History" tab.

Fees, Credits, and Payments

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

| Compliance Periods | Fees Due | Deadline | Impact to Credential if Fees and/or Attestation Not Received by Deadline |
|----------------------------|--|----------------------|---|
| September 15 - December 31 | Annual Fee (\$100) | Last day in December | Late Fee (\$50) imposed |
| January 1 - February 28 | Annual Fee (\$100) and Late Fee (\$50) | Last day in February | Interpreter's credential(s) are suspended and reinstatement fee (\$250) imposed |
| March 1 - June 30 | Annual Fee (\$100), Late Fee (\$50), and Reinstatement Fee (\$250) | Last day in June | Interpreter's credential(s) are revoked |

If you would like to request a waiver of these fees due to hardship or to be placed on inactive status, please contact the Court Interpreters Program at courtinterpreters@jud.ca.gov. For additional information, please visit the [Annual Renewal and Compliance](#) webpage.

| Fees/Credits |
|---|
| no fee/credit information is available at this time |

| Payment History | | | | |
|-----------------|---|--------------|-----------------|---------------------|
| Date Received | Payment Details (Type/Notes) | Payment Year | Amount | Payment Method |
| 09-08-2022 | Renewal Fee for Certified Court Interpreter + Transaction Fee | 2022 | \$102.50 (Paid) | Credit Card Payment |

Additional Information

Waivers

- ❑ If you need to request a waiver due to hardship, please contact the Court Interpreters Program at:

courtinterpreters@jud.ca.gov



Other Fees

- ❑ Late fees for compliance can also be paid via the Interpreter Portal when due.
- ❑ Fees for new and replacement badges can also be paid via the Interpreter Portal by emailing the Court Interpreters Program





Resources

For more information about the CIDCS Interpreter Portal: <https://www.courts.ca.gov/44714.htm>

For more information about compliance: <https://www.courts.ca.gov/23507.htm>

For help logging in: Email CIDCS@jud.ca.gov

For questions about compliance: Email courtinterpreters@jud.ca.gov