

Judicial Council of California

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

MEMORANDUM

Date

July 1, 2025

To

Active Certified and Registered Court Interpreters

From

Angela De Leon, Supervising Analyst Court Interpreters Program Center for Families, Children & the Courts

Subject

2025 Court Interpreter Renewal and Compliance Cycle

Action Requested

Submit Annual Renewal Fee and Required Forms

Deadline

November 26, 2025

Contact

Questions regarding compliance: courtinterpreters@jud.ca.gov

Questions/login issues regarding CIDCS: cidcs@jud.ca.gov

The purpose of this memorandum is to inform all active certified and registered court interpreters that the 2025 Court Interpreter Renewal and Compliance cycle has launched effective July 1, 2025. 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 November 26, 2025. The Court Interpreters Program (CIP) unit must receive the annual renewal fee and attestation form (if due) by November 26, 2025, for active court interpreters to avoid suspension. Please note there are important changes below.

Important Changes to Annual Renewal and Compliance Cycle

Changes to Annual Compliance Cycle and Removal of Late Fees/Automatic Revocation Effective January 1, 2025, the Court Interpreters Advisory Panel (CIAP) approved changes to the annual renewal and compliance cycle. Effective January 1, 2025, the major changes are to change the annual compliance cycle to 5 months within the same calendar year (July 1 to the last business day in November), and to remove the late fees, automatic revocation, and retesting requirements for interpreters who are out of compliance. Instead, starting January 1, 2025, interpreters who are out of compliance will be placed on suspension and will be able to come back into good standing at any time upon request and payment of outstanding fees. These

changes make the compliance process simpler and will help retain interpreters. See the table below for changes to dates and fees.

For the current 2025 compliance cycle, please note that you must pay your annual fee and attest (if due) by November 26, 2025, to avoid suspension and payment of a reinstatement fee (see table below on page 5). Also, please note that staff are only available to assist with questions during business hours and non-holidays.

Also, the <u>ethics requirements</u> for court interpreters have been updated. The online "Ethics Refresher" course is now required to be taken every two years by all credentialed interpreters after an interpreter's first two years. More information on the free ethics courses offered by the Judicial Council for interpreters can be found on the Language Access Services "Interpreter Learning Portal" webpage.

American Sign Language (ASL) Court Interpreters

Effective January 1, 2024, existing ASL court interpreters must pay the \$100 annual interpreter renewal fee so that CIP can more accurately track the number, status, and contact information of ASL court interpreters who are on the Judicial Council Master List. Fees collected will be deposited into the Court Interpreters' Fund, which gathers annual renewal payments from court interpreters and supports interpreter training (including for ASL court interpreters) and other program efforts. ASL court interpreters must pay the annual fee and attest that they are in good standing and may do so through the Court Interpreter Data Collection System (CIDCS). The online "Ethics Refresher" course is now required to be taken every two years by all credentialed interpreters, including ASL court interpreters, after an interpreter's first two years. Other continuing education requirements for ASL court interpreters remain with the entity that they received their certification from (e.g., the Registry of Interpreters for the Deaf (RID) or the Texas Board for Evaluation of Interpreters (Texas BEI)). The council is working with RID to obtain provider status for continuing education credits.

Online Attestation and Payment Platform

All active certified and registered court interpreters may continue to pay their compliance fees and attest to completion of their continuing education and professional assignments requirements (if due) by November 26, 2025, via the CIDCS Court Interpreter Portal. CIP strongly encourages interpreters to utilize this function of CIDCS for immediate online processing of their payment and attestation.

¹ See October 27, 2023, Judicial Council report on *Language Access Plan: New Requirements for American Sign Language Court Interpreters*, approved by council on November 17, 2023, at https://jcc.legistar.com/View.ashx?M=F&ID=12443593&GUID=86D50238-F331-4F4E-BBA7-A91D30995599

Active Certified and Registered Court Interpreters July 1, 2025 Page 3

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 November 26, 2025.

Instructions

Attachment A is a PowerPoint that provides step-by-step instructions for making payments and attesting via the online platform. The instructions include contact information if additional assistance is needed. It is also posted on the CIDCS Interpreter Portal - Resources webpage.

For completing the compliance requirements online, please note:

- The Interpreter Portal only accepts Visa and Mastercard
- Use Google Chrome
- Clear the browser cache

To ensure that their online payment has been received, interpreters should check for receipt of an e-mail confirmation from the Judicial Council (via the Clover platform), confirming the payment was successful.

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.

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.

Payment by Check/Money Order and Attestation by Paper Form

While CIP strongly encourages interpreters to utilize the online 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 via express delivery.

Please note that the following forms are included 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 check payments if an interpreter's completion of continuing education and professional assignments requirements is due by November 26, 2025. Interpreters should refer to the sticker on their badge for the due date of these requirements. As discussed above, interpreters may also attest 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 in CIDCS, and they are encouraged to do so.

The 2025 compliance forms are also available on the <u>Annual Court Interpreter Renewal and Compliance</u> 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 email or fax. Checks and the attestation form (if due) must be mailed together, and they must be *received* by November 26, 2025.

Please mail payment of the \$100 annual renewal fee and completed forms by November 26, 2025, 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 are strongly encouraged to contact CIP at courtinterpreters@jud.ca.gov to discuss a waiver or other accommodation to avoid suspension of their certified and/or registered status.

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

Compliance Period	Fees Due	Deadline	Impact to Credential if Fees and/or Attestation Are Not Received by the Deadline			
Calendar Year 2025: Compliance period runs July 1 – November 26, 2025	Annual Fee (\$100)	November 26, 2025	Suspension. To come back into compliance, you must pay \$350 (\$100 annual fee plus \$250 reinstatement fee)			
Calendar Year 2026: Compliance period runs July 1 – November 30, 2026	Annual Fee (\$100)	November 30, 2026	Suspension. To come back into compliance, you must pay \$350 (\$100 annual fee plus \$250 reinstatement fee)			

Compliance Requirements

For all compliance requirements, please refer to the <u>Compliance Requirements for California</u> <u>Certified Court and Registered Interpreters</u>.

Questions

- For questions regarding compliance, please e-mail courtinterpreters@jud.ca.gov.
- For questions/login issues regarding CIDCS, please e-mail cidcs@jud.ca.gov.

Thank you for your ongoing 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 2025 Renewal and Compliance

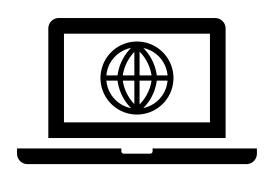
AD/tn

cc: Chairs of the Regional Employment Relations Committee Language Access Representatives of the Superior Courts Human Resources Contacts of the Superior Courts Interpreter Coordinators of the Superior Courts

Attachment A

Court Interpreter Data Collection System (CIDCS) Court Interpreter Portal

Instructions for payment of the compliance annual renewal fee and attestation



July 2025



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

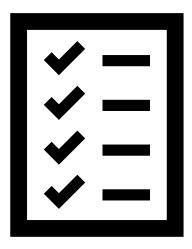
These instructions outline four easy steps:

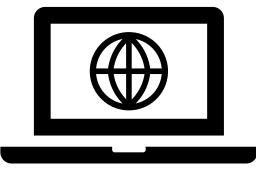
Step 1. Log into the CIDCS Interpreter Portal

Step 2. Select the "Professional Assignments and Continuing Education" tab to attest (if due by November 26, 2025)

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

Step 4. Save the confirmation email







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

Sigi	ı İn
User ID (your Email Address):	Ι
Password:	
	Forgot My Password
Login	Cancel

Interpreter Portal:

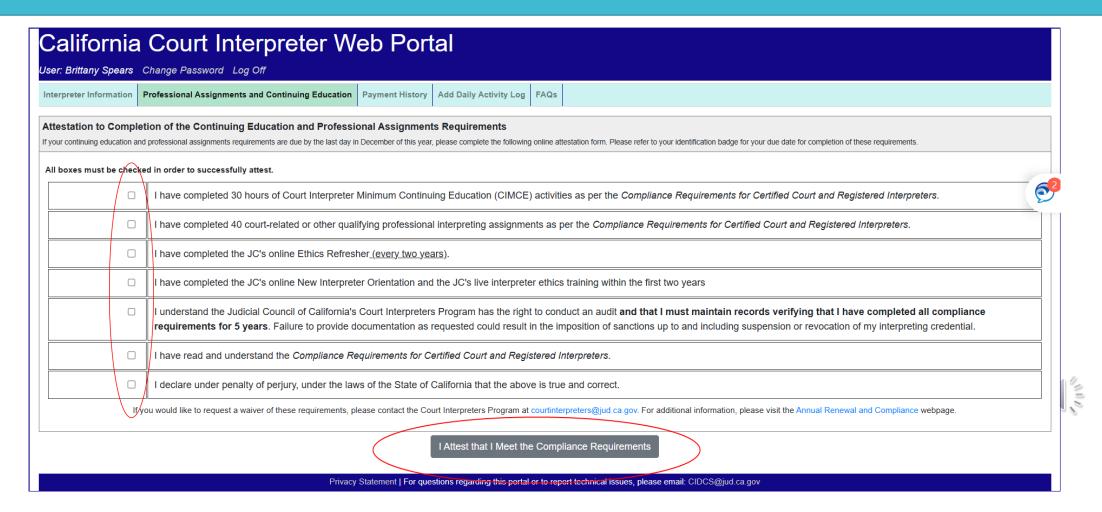
https://interpreterportal.courts.ca.gov/index.cfm

Step 2 Select the "Professional Assignments and Continuing Education" tab





If your professional assignments and continuing education requirements are due by November 26, 2025, 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.



You are not required to attest by November 26, 2025, 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 | Profess

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 requirement

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

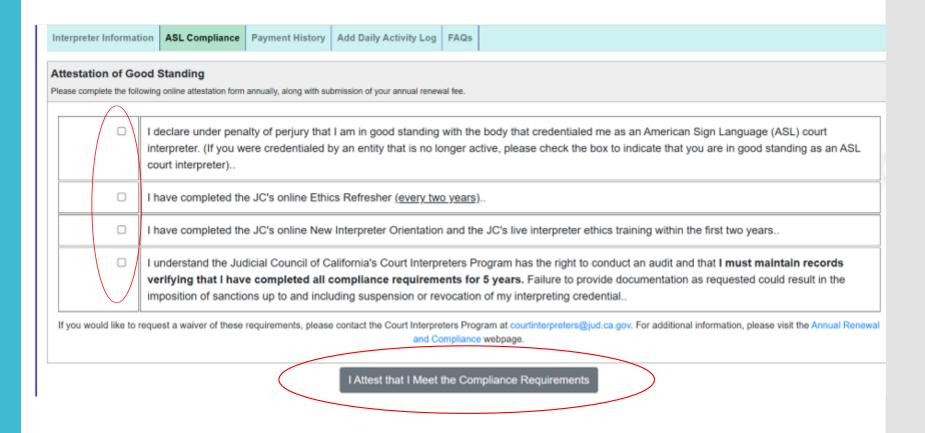
If you would like to request a information on these requirements, please contact the Court Interpreters Program at courtinterpreters@jud.ca.gov. For additional information, please click HERE

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



For ASL interpreters:

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.





California Court Interpreter Web Portal

User: Brittany Spears Change Password Log Off

Interpreter Information

ASL Compliance

Payment History

Add Daily Activity Log

FAQs

Attestation of Good Standing

Please complete the following online attestation form annually, along with submission of your annual renewal fee.

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

For additional information concerning these requirements, please visit the Annual Renewal and Compliance webpage.

You have an outstanding balance of \$100.00. If you would like to view or pay it now, please click the button below.

Pay My Balance

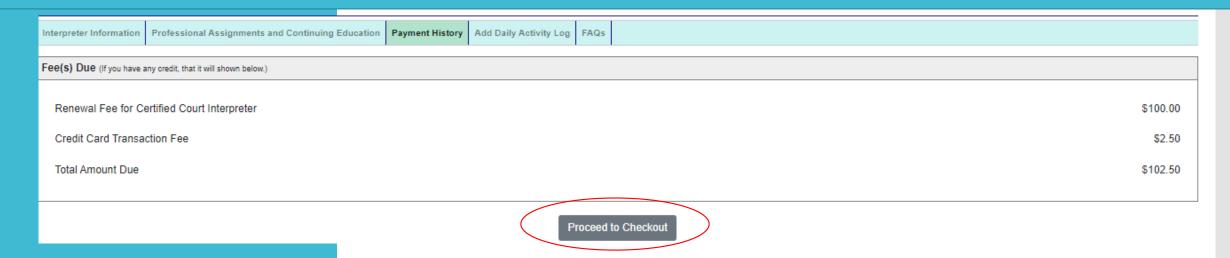
Attestation History						
Attestation Date	Compliance Year	Status				
09-03-2024	2024	Completed				
03-14-2023	2022	Completed				
01-09-2023	2022	Completed				
09-19-2021	2021	Completed				
https://interpreterportal.jud.ca.gov/index.cfm?pg=paymentinfo						

Step 3 Select the "Payment History" tab





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.





The fee(s) that you owe, and the transaction fee will be listed in the table shown above.

Provide all the required information and submit your payment by clicking "Submit payment".







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 an email confirmation. Save it for your records.



i) 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.



JUDICIAL COUNCIL

455 GOLDEN GATE AVENUE, SAN FRANCISCO, CA 94102 +1 415-865-7605

August 24, 2024 - 2:07 PM

\$102.50

full transaction receipt

HTTPS://INTERPRETERPORTAL.COURTS.CA.GOV/INDEX.CFM



Waivers

Other Fees

Additional Information

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

courtinterpreters@jud.ca.gov



- ☐ 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:

CIDCS Interpreter Portal - Resources

For more information about compliance:

<u>Annual Renewal, Compliance, and Continuing</u>

<u>Education</u>

For help logging in, please email: CIDCS@jud.ca.gov

For questions about compliance, please email: courtinterpreters@jud.ca.gov

Attachment B



2025 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 November 26, 2025) via the payment and attestation platform in the Court Interpreter Data Collection System (CIDCS).

Name:				
	(first)	(middle)	(last)	
Certificatio	n # or Registration	#:		
E-mail addr	ress (required):			

The following table outlines the compliance period and fees due:

Compliance Period	Fees Due	Deadline	Impact to Credential if Fees and/or Attestation Not Received by Deadline		
July 1 – November 26, 2025	Annual Fee (\$100)	November 26, 2025	Suspension. To come back into compliance, you must pay \$350 (\$100 annual fee plus \$250 reinstatement fee)		

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

¹ Effective January 1, 2025, the Court Interpreters Advisory Panel revised the annual compliance requirements for court interpreters and removed late fees and automatic revocation for interpreters who are out of compliance. Instead, interpreters who do not pay by November 26,2025, will be suspended and removed from the Master List but will be able to become active again at any time by paying the annual fee (\$100) and reinstatement fee (\$250), for a total of \$350. To avoid suspension and payment of the reinstatement fee, please ensure that we have received your annual renewal payment of \$100 by November 26,2025.



Attestation to Completion of the Continuing Education and Professional Assignments Requirements for Spoken Language Court Interpreters

Name on badge:					
Certification and/or Registration Number(s):					
Language(s):					
For the compliance period ending November 26, 2025: (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 <i>Compliance Requirements for Certified Court and Registered Interpreters</i> .	1				
☐ 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> .					
I completed the JC's New Interpreter Orientation and the JC's New Interpreter l Ethics training within the first two years.	Live				
☐ I have completed the JC's online Ethics Refresher Course.					
☐ I understand the Judicial Council of California's Court Interpreters Program had 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 document as requested could result in the imposition of sanctions up to and including suspensitive revocation of my interpreting credential.	tation				
☐ I have read and understand the <i>Compliance Requirements for Certified Court a Registered Interpreters</i> , located at http://www.courts.ca.gov/documents/CIP-CompleRequirements.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 a is true and correct:	bove				
Signature Date					

Please retain a copy of this form for your records. This form and your annual fee form must be received by November 26, 2025, to avoid suspension and negative impact to your credentialed status.



Attestation to Completion of the Continuing Education and Professional Assignments Requirements For American Sign Language (ASL) Court Interpreters

Name on badge:	
Certification and/or Registration Number(s):	
Language(s):	
credentialed me as an American Sign Lar credentialed by an entity that is no longer are in good standing as an ASL court into	expiration date) at I am in good standing with the body that nguage (ASL) court interpreter. (If you were ractive, please check the box to indicate that you expreter).
training within the first two years. I have completed the online Ethics R	entation and the New Interpreter Live Ethics efresher Course.
right to conduct an audit and that I must completed all compliance requirements	California's Court Interpreters Program has the maintain records verifying that I have s for 5 years. Failure to provide documentation of sanctions up to and including suspension or
	liance Requirements for Certified Court and www.courts.ca.gov/documents/CIP-Compliance-
All boxes must be checked in order to be in co I declare under penalty of perjury, under the I is true and correct:	
Signature	Date

Please retain a copy of this form for your records. This form and your annual fee form must be received by November 26, 2025 to avoid suspension and negative impact to your credentialed status.



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

Na	me:							(Is this a new n	ame?	Yes/No)
Ce	rtification an	d/or	Registration	Nu	mber:						
Coi indi inte you	urts website and n icate otherwise be erpreters for assig	nay a elow. nmen	lso be provided, The Master List ts. This informa	alon may tion i	g with your mo be used by the s also used by t	uiling o courts the Co	s, will be published address, to trial cou , other state agenci urt Interpreters Pro diately notify the Co	rt per es, an gram	rsonnel on request d the public to loc to contact you. Pi	t, unles cate and lease n	ss you d contact nake sure
E-1	nail address: _										
Ma	iling address:										
Str	eet/P.O. Box: _										
Cit	y:						State		_Zip Code:		
Co	unty <i>and</i> Stat	e in	which you li	ve:							
Ple	ase mark "X" i	n the	box if you wa	nt th	ne following in	nform Wor	nation published t	to the	Master List.		
	Home phone: (_)			ПЕ	rk phone: (<u>)</u> E-mail:				
	Cell: ()_					ш.	Z-IIIaII				
	RAPHIC AVA		,								
ountie	es in which you	are	avanable to w	ork)							
	Alameda		Glenn		Marin		Placer		San Mateo		Tehama
	Alpine		Humboldt		Mariposa		Plumas		Santa Barbara		Trinity
	Amador		Imperial		Mendocino		Riverside		Santa Clara		Tulare
	Butte		Inyo		Merced		Sacramento		Santa Cruz		Tuolumne
	Calaveras		Kern		Modoc		San Benito		Shasta		Ventura
	Colusa		Kings		Mono		San Bernardino		Sierra		Yolo
	Contra Costa		Lake		Monterey		San Diego		Siskiyou		Yuba
	Del Norte		Lassen		Napa		San Francisco		Solano		Out of State
	El Dorado		Los Angeles		Nevada		San Joaquin		Sonoma		All counties
	Fresno		Madera		Orange		San Luis Obispo		Stanislaus Sutter		Out of Coun VRI (Remot

AMECHANCE, ic
AME CHANGE: If your name has changed, please provide:
ermer Name (as it appears on the Master List):
ew 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
<u>IDENTITY VERIFICATION</u>
ease provide a scan or photocopy of your driver's license or other identification that shows your photo and te of birth. This information is requested to verify your identity and <i>will not</i> be retained.
AUTHORIZATION FOR RELEASE OF INFORMATION
uthorize the Judicial Council to release information contained herein, unless I have indicated otherwise.
nature:Date:
DECLARATION
eclare under the penalty of perjury under the laws of the State of California that the foregoing is true and rect. I understand that any false or misleading statements may result in the forfeiture of my status as a tified court or registered interpreter and removal from the Judicial Council's Master List, in addition to er penalties provided by law.
ur new full name (print clearly):
gnature: Date:
Mail completed and updated form to:

San Francisco, CA 94102-3688

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

Judicial Council of California Court Interpreters Program 455 Golden Gate Avenue