

RIVERSIDE SUPERIOR COURT

INSTRUCTIONS FOR COMPLETING THE INTERPRETER DAILY ACTIVITY LOG SHEET

RI-IN002A

Interpreter Name:	Enter the interpreters first and last name.
Date:	Enter the date you interpreted. E.G.: MM/DD/YYYY
Language(s):	Enter the language(s) used for interpreting.
Activity Log is for (Check one):	Check the box for the length of service that applies: Half day: 8:00 a.m. – 12:15 p.m. or 1:00 p.m. – 5:15 p.m. Full day: both a.m. and p.m. sessions. Night: night court
Certification Status:	Check this box only if applicable.
Certified/Registered:	Check this box if you are a certified/registered state interpreter.
Provisionally Qualified:	Check the box if you are a non-certified or a non-registered interpreter.
Time In:	Enter the time you began today's assignment.
Time Out:	Enter the time you completed today's assignment.
Total Miles Traveled:	Enter the round trip mileage (per Map Quest).
Page ____ of ____:	In most cases you will only have one page. If you have multiple pages enter page 1 then number of pages. (i.e., 1 of 3)
Courtroom:	Enter the courtroom or department number. Note: The building name is not required.
Case Number:	Enter the complete case number.
No. of Interpretations: Note: If multiple events (ie. due to witnesses, family members) enter the number that correlates to the number of persons you interpreted for.	Enter total number of interpretations for each case number during the interpreting period. Examples: (1) You interpret for 1 defendant with 1 event type = 1 interpretation. (2) You interpret for 3 witnesses with 1 event type = 3 interpretations. (3) You interpret 2 events types for a juvenile case with one minor and two parents. 1 juvenile case with 2 parents, each 2 event types = 6 interpretations.
Case Type:	Circle the case type that applies. Codes and definitions are provided on the bottom section of the daily activity log sheet.
Event Type:	Circle all events that apply. Multiple events for the same case number should be included on the same line. Codes and definitions are provided on the bottom section of the daily activity log sheet.
Return Court Date:	Enter date the case is scheduled to return to court. Leave blank or write none if there are no further scheduled court dates.

COURT INTERPRETER DAILY ACTIVITY LOG

Interpreter Name: _____ Date: _____

Language(s): _____

Activity Log is for (check one): Half Day Full Day

Certification Status (Check Only if Applicable) Certified/Registered Provisionally Qualified

Time In: _____ Time Out: _____ Total Miles Traveled: _____

Court room	Case Number	No. of Interpretations	Case Type							Event Type					Return Court Date
			<input type="checkbox"/> TR	<input type="checkbox"/> Inf.	<input type="checkbox"/> M	<input type="checkbox"/> F	<input type="checkbox"/> Drug	<input type="checkbox"/> TI	<input type="checkbox"/> PA	<input type="checkbox"/> C	<input type="checkbox"/> A	<input type="checkbox"/> PT	<input type="checkbox"/> PX	<input type="checkbox"/> PL	
			<input type="checkbox"/> DQ	<input type="checkbox"/> DP	<input type="checkbox"/> 1058	<input type="checkbox"/> FLDV	<input type="checkbox"/> FL	<input type="checkbox"/> O		<input type="checkbox"/> C	<input type="checkbox"/> A	<input type="checkbox"/> PT	<input type="checkbox"/> PX	<input type="checkbox"/> PL	
			<input type="checkbox"/> DQ	<input type="checkbox"/> DP	<input type="checkbox"/> 1058	<input type="checkbox"/> FLDV	<input type="checkbox"/> FL	<input type="checkbox"/> O		<input type="checkbox"/> T	<input type="checkbox"/> S	<input type="checkbox"/> R	<input type="checkbox"/> O		

All information **MUST** be completed and legible.

CODES AND DEFINITIONS

Case Types	Event Types
TR Traffic (infraction & misd.)	C Conference - (all attorney-client conferences that are NOT part of another event type.
Inf Infraction (criminal)	A Arraignment - An initial hearing in juvenile.
M Misdemeanor (criminal)	PT Pre-Trial – All in-court activity after arraignment but before trial except for PX's. A jurisdictional hearing for juvenile.
F Felony	PX Preliminary Hearing.
DRG Drug Court (criminal)	PL Plea
TI Telephone Interpretation	T Trial. Contested hearing in juvenile.
PA Public Assistance	S Sentencing. Disposition in juvenile.
DQ Juvenile Delinquency	R Review hearing.
DP Juvenile Dependency	O Other. For juvenile may include fitness hearing, sealing of court records or WIC 777 motions.
1058 AB1058	
FLDV Family Law Domestic Violence	
FL Family Law (Non-Mandated)	
OTH Other – Specify (civil, probate, family law)	