

DISTRICT COURT OF THE VIRGIN ISLANDS CLERK'S OFFICE



Glenda L. Lake, Esquire
Clerk of Court

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INFORMATION SHEET FOR CJA CONTRACTED INTERPRETERS

Welcome to the District Court of the Virgin Islands. Below is a list of reminders designed as an aid in the preparation for your visit to our district. While not comprehensive, these guidelines will help familiarize you with general procedures of our court.

GENERAL OPERATIONS

- The proceeding appearance time is to be confirmed with CJA counsel prior to commencement of proceeding.
- Appropriate courtroom attire is required. Interpreters should dress in a manner that reflects the dignity of the court. This means formal business attire. Casual clothing is not appropriate, nor is casual footwear, such as sneakers, unless you have a medical reason. Although our climate is tropical, the courtroom is cool. Please be prepared.
- In the course of your service, you shall conduct yourself in a manner consistent with the dignity of the court and shall be as unobtrusive as possible.
- During an 8-hour day, there will be timed breaks and a lunch break. You should plan to be out of the courtroom only during these times.
- Food and drinks (except water) are prohibited in the courtrooms. You may bring a snack for the breaks to be eaten outside the courtroom.
- Interpreters are encouraged to carry a notepad and pen.
- Simultaneous verbatim interpretation is required. Interpreters may not offer legal advice, opinions, nor make any comments regarding the subject material while interpreting the proceedings.

☐ Ron de Lugo Fed. Bldg. & Courthouse, 5500 Veteran's Drive, Suite 351, St. Thomas, Virgin Islands 00802-6424
Phone: 340-774-0640 Fax: 340-775-8075

☐ Almeric L. Christian Fed. Bldg. & Courthouse, 3013 Estate Golden Rock, Lot #13, Christiansted, Virgin Islands 00820-4355
Phone: 340-718-1130 Fax: 340-712-7180

ETHIC DUTIES

- Interpreters shall **NOT** engage in any off-the-record conversations with the defendant, the defendant's family members, or others associated with the case.
- Interpreters shall be impartial and unbiased and shall refrain from conduct that may give an appearance of bias.
- Interpreters shall not accept any gifts, gratuities, or valuable consideration from any litigant, witness, attorney, or others associated with the case.
- The Court may allow utilization of cellphones and/or computers in the courtroom for official business with prior authorization. Devices must remain in silent mode at all times.

INVOICING

- Interpreters working for CJA attorneys for an extended period should submit invoices to the attorney, with itemized receipts, on a weekly basis for reimbursement. All outstanding invoices must be submitted no later than 30 days after the interpreter's services are rendered.

TRAVEL

- Interpreters are required to make coach class reservations on a fully refundable fare with no penalties for cancellations or changes. Receipts are required for reimbursement.
- Expenses, including airfare, hotel, and car rental must be itemized with attached receipts. Miscellaneous expenses, including parking and food exceeding \$50.00 dollars, must be itemized to be fully reimbursed. A credit card receipt is not sufficient. Prohibited items, such as alcohol and cigarettes, are not reimbursable.