

**Superior Court of California**  
County of Riverside

To: Independent Contract Interpreters

Fm: Jacqueline McFadden  
Court Interpreter Administrator

Date: March 29th, 2010

Subject: Interpreters Vouchers for Independent Contractors

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**Effective April 1st, 2010**, Independent Contractors are to submit the interpreter voucher with their daily activity log for processing no later than thirty (30) days after the contracted assignment.

**Options for submitting the interpreter voucher and the daily activity log:**

**#1. Mail to:**

Riverside Superior Court  
Attn: Interpreter Services Division  
4100 Main Street  
Riverside, CA 92501

**(OR)**

**#2. E-mail to [crtinterpreg@riverside.courts.ca.gov](mailto:crtinterpreg@riverside.courts.ca.gov)**

The interpreter voucher and daily activity log form is located on the Riverside Superior Court home web page. You may access the forms by:

- Going to the court's web page at [riverside.courts.ca.gov](http://riverside.courts.ca.gov)
- Click on **other useful information** (located on the bottom left side of the web page)
- Click on **interpreter information**
- Click on **independent contractors**
- Select either **Interpreter Payment Voucher** (Or) **Daily Activity Log**

The interpreter voucher may be completed and submitted as a scanned word document, (or) submitted with an electronic signature. The daily activity log should be scanned in the original size 8.5 X 11 and sent via e-mail as an attachment with the interpreter voucher. **Both documents must be sent to [crtinterpreg@riverside.courts.ca.gov](mailto:crtinterpreg@riverside.courts.ca.gov).**

Failure to submit according to the new guidelines may result in a delayed payment. Should you have any questions, please contact the Interpreter Services Division at (951) 955-5847.

Thank you