



Superior Court of California – County of Santa Clara

Interpreter Services Unit

Court wide Procedure

Submission of the Daily Activity Log

Objective: The information below is to provide court wide continuity for completing and submitting daily activity logs within the required timeframe.

Expectation: All interpreters are encouraged to submit an electronic daily activity log, via the interpreter portal, within two (2) business days of their assignment.

Signing into the Interpreter Portal

Click on the following link to be routed to the portal: (<https://interpreterportal.courts.ca.gov/index.cfm>)

- Select **Sign In**
- Enter your User ID (email on file with the Judicial Council)
- Enter password

Forgot your Password: Select **Forgot My Password**, and a link to reset your password will be sent to your email.

Completing the Daily Activity Log

Once signed in, click on **Add Daily Activity Log** at the top of the screen. This link opens the DAL form.

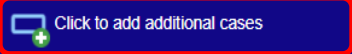
Complete the following sections:

- **Location:** Select the court that you assisted. If you assisted multiple court locations, select *Multiple locations*.
- **Assignment Date:** Enter the date the assignment took place.
- **Session:** Select Full Day if you are a full-time employee. Part-time and intermittent employees will select the session that applies - AM, PM, or Full Day.
- **Assignment Details:** Enter the case information and event details for each case assisted. A row is needed for each case.

To add additional rows, select **Click to add additional cases** icon.

Assignment Details

#	Language	Case Type	# of Interpretations	Case #	Event Type	Event Details	Method
1	Spanish	select	1	0	Select	Arrestment Conference Continuance Default Hearing Dismissed/Vacate	In Pe

 Total # of Interpretations 1

The following Assignment Details should be completed for each case assisted:

- Case type- Select the correct case type according to Case Type Codes and Definitions (Appendix A)
- Number of interpretations

Count each **event** as an interpretation.

If you were on the schedule but had no interpretations:

1. Enter 1 for the number of interpretations.
 2. Enter the case type of the courtroom you were assigned to.
 3. In the case number field, enter “Standby”.
 4. The event type should be **Non Trial** and
 5. Method should be **In Person** (no event details needed).
- Case Number for each case assisted.
 - Event type –Trial should be selected if services were performed for a trial of any kind and the trial officially started. Otherwise, select Non Trial.
 - Event details- Select the event detail(s) that most closely correspond to the assignment. You may choose multiple event detail types by holding down the CTRL key and clicking on the descriptions.
 - Method- Select In person, Telephonic or Remote. Note: Remote assignments are identified as assignments where the interpreter is outside the courtroom and is using an audio and video platform (such as Zoom, MS Teams, Webex) to provide services.

TIP: The default after saving your DAL is to view your log. Do not change this setting. It will allow you to view your log one last time to ensure all information is accurate.

Save your DAL by clicking the **Save** button at the bottom of the page.

Editing the Daily Activity Log

DALs that have not been approved by the Court may be edited.

Interpreter Services Division _Submission of the Daily Activity Log (Revised 9/20/23)

NOTE: If an edit is needed after the DAL has been approved, notify timesheets@scscourt.org and provide the date of the DAL and information to be changed, prior to making any edits to the DAL.

The Delete option is not available after the DAL has been approved. Notify the Interpreters Unit if a DAL needs to be deleted and provide the reason.

Status: Submitted [Edit This Log](#) [Delete This Log](#)

DAL that **has not** been approved, will show status “Submitted” and have an Edit and Delete option.

Status: Approved [Edit This Log](#)

DAL that **has** been Approved, will display the status “Approved” and include an Edit option only.

Select **Edit this log**. This will open the log to enable editing.

Make the changes and click **Save**.

If needing to delete the log (prior to it being approved), select **Delete this log**. Clicking this will open a dialog box that will request confirmation of the delete.

Approving the Daily Activity Log

Upon receipt of the DAL, it will be reviewed for completeness. If the DAL is complete and there are no visible discrepancies or errors, it will be approved.

DALs that appear to be inaccurate or incomplete will **NOT** be approved, and the interpreter will be notified by email so that appropriate changes can be made (if needed). Changes should be made within one (1) business day of being notified.

When notified that a DAL is outstanding, the interpreter should submit the DAL within one (1) business day.

Case Type Codes and Definitions (Appendix A)

Case Types	Description
CH Civil Harassment	A civil harassment restraining order is when the parties have not dated and do NOT have a close relationship, like neighbors, roommates, or friends (who have never dated) and helps protect people from violence, stalking, serious harassment, or threats of violence. If the parties are or have been in an intimate relationship or have a child together, then the Domestic Violence "DV" code should be used instead.
CO Civil (other)	All other civil cases excluding civil harassment, domestic violence, and unlawful detainers. This category of cases would include actions alleging that one party has caused an injury or death to another party or damage to another party's property caused by an action other than automobile tort. Also lawsuits, excluding unlawful detainers, brought to redress private wrongs, such as contract and employment, or to enforce civil remedies, such as compensation, damages, and injunctions. Small claims matters would also be included.
DP Dependency	A category that includes cases filed on behalf of a minor by a social services agency, the parents, the minor, or others interested in the welfare of the minor.
DQ Delinquency	A category that includes cases filed against a minor.
DR Drug Court	Criminal cases where the defendant is sent to Drug Court, which are specially designed court calendars that provide an alternative to traditional criminal justice prosecution for nonviolent drug-related offenses.
DV Domestic Violence	Cases involving civil domestic violence restraining orders, and any child custody, visitation, or support issues that arise out of this restraining order. This category also includes family law cases in which domestic violence is being alleged. This order would be considered a domestic violence restraining order when the parties are or have been in an intimate relationship (married or domestic partners, are dating or used to date, live or lived together, or have a child together). If the parties have not dated and do NOT have a close relationship, then the Civil Harassment "CH" code should be used instead.
EA Elder or Dependent Adult Abuse	This category of cases involves elder or dependent adult abuse restraining orders when the party is 65 or older, OR is between 18 and 64 and has certain mental or physical disabilities that prevent normal activities or ability to protect oneself. Elder or dependent adult abuse cases involve some component of physical or mental abuse (e.g. physical abuse, neglect, abandonment, isolation, abduction, or other treatment with resulting physical harm or pain or mental suffering) or financial abuse (e.g., when a person or entity takes, retains, obtains, or secretes (or assists in taking, retaining, obtaining, or secreting) real or personal property of an elder or dependent adult by undue influence, for a wrongful use or with the intent to defraud.)
F Felony	Criminal cases where the defendant is charged with a felony offense; these would also include criminal domestic violence cases with a felony-level charge, as well as any traffic-related felony offenses (e.g., felony DUIs).
FC Family (Child Support)	A filed by DCSS to establish parental obligation, parentage, and/or child support (Fam. Code, §§ 2330.1, 17400, 17404), or a Statement for Registration of California Support Order. These also include support cases filed under the Uniform Interstate Family Support Act (UIFSA).
FO Family	A category of family law that excludes child support, domestic violence, elder abuse, and terminal of parental rights. Example of these cases would include child custody matters, visitation, marital cases and domestic partnerships <u>without a domestic violence issue</u> , and adoption.
FT Family (Term of Parental Rights)	A petition ceasing the authority of a parent pursuant to Family Code § 7505 on any of the following: (a) The appointment, by a court, of a guardian of the child. (b) The marriage of the child. (c) The child attaining the age of majority
I Infraction	Includes all non-vehicle code infractions and county/municipal non-traffic ordinances
M Misdemeanor	Criminal cases where the defendant is charged with a misdemeanor offense; these would also include criminal domestic violence cases with a misdemeanor-level charge, as well as traffic-related misdemeanor offenses (e.g., misdemeanor DUIs).
MH Mental Health	A category that includes cases in which a trial court is asked to legally determine probable cause or lack of capacity of an individual due to mental illness, developmental disability, mental retardation, addiction to narcotics or, in the case of an individual who has committed a crime, his or her competency to stand trial and whether the individual should be placed or should remain under care, custody, and treatment.
O Other (Specify)	Assistance provided in an undefined case type or in a matter that cannot be classified.
PA Public Assistance	All assistance other than assistance related to a case type, such as self-help or desk assistance.
PG Probate (Gdnshp/Conservator)	A category of Probate that includes cases in which a court is asked to appoint conservators (Prob. Code, § 1800) and guardians (Prob. Code, § 1500) or to oversee established conservatorships and guardianships.
PO Probate (other)	All other Probate cases excluding guardianship and conservatorship matters, which include petitions to dispose or transfer a decedent's assets, the internal affairs or existence of a trust, and other miscellaneous probate matters.
T Traffic	Includes all Vehicle code infractions and cases involving traffic infractions.
UD Unlawful Detainer	A civil action involving the possession of real property by a commercial or residential tenant whose original entry was lawful but whose right to the possession has terminated.
SD Small Claims	A civil case disputing money or property that is filed and heard in small claims court.