

NEWS FROM U.S. DISTRICT COURT

September 13, 2019

REQUEST FOR SUMMONS: For some time now, attorneys have been able to electronically request the issuance of summonses when they e-file civil case initiating documents in a shell case in CM/ECF. Attorneys can now electronically request the issuance of summons(es) (or amended summons(es)) in an existing open civil case filed in CM/ECF. To request the issuance of summonses in an existing open civil case, use the **Request for Issuance of Summons(es)** event located under **Civil -> Initial Pleadings and Service -> Service of Process**. If you are requesting a summons for a new party, be sure you have already filed an amended complaint.

INTERPRETERS FOR CRIMINAL CASES: If you represent a defendant in a criminal case who requires an interpreter, you will want to review Criminal Local Rule 28.1. Under the rule, the Clerk's Office is responsible for locating certified or otherwise qualified interpreters for court proceedings. For all other purposes, the responsibility falls on the party requiring interpreting services.

Court appointed counsel must obtain prior court approval through the CJA eVoucher system before engaging the services of an interpreter and agree to the rates set by the Director of the Administrative Office of the United States Courts. The court maintains a local [roster](#) of interpreters on our website for your convenience. If you need further assistance locating an interpreter, please contact the Clerk's Office.

The district court uses remote certified and highly qualified interpreters supplied by the Telephone Interpreting Program (TIP) for court proceedings that do not exceed an hour. If you believe a hearing will last more than an hour, please contact the Clerk's Office as soon as possible. Any objection to the use of a TIP interpreter must be made in advance of a hearing.

TIP OF THE MONTH: Did you know the District Court's website now has a search feature? You can search virtually the entire website including all the attorney newsletters that have been published by the District Court. For example, if you think you once read something in an attorney newsletter pertaining to sealed objections, we have now made this information easy to find. Simply type or paste a word or phrase in the box located in the upper right-hand corner of any webpage on the District Court's website and click the Search button. A list of results will appear. If your search elicits more than one response, an advanced search option will display allowing you to narrow your search.

