



Web Interpreter and Translator System (WITS)

The District of Columbia Courts



WITS Interpreter User Manual
Version 4.0
01/30/2026



WITS

Interpreter User Manual

District of Columbia Courts

Version: [4.0]

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Table of Contents

Document History	4
1 Introduction	5
2 Logging In	5
2.1 Initial Login Process	6
2.2 Login Process	7
2.3 Creating an Initial Password	8
2.4 Changing your Password	9
2.5 Forgot Your Password? Reset Password Option	10
2.6 Forgot the Answers to your Security Questions?	12
3 General Navigation Tips	12
4 Interpreter Capabilities in WITS	14
4.1 Viewing Your Personal Information (Interpreter Information)	14
4.1.1 Your Interpreter Profile Information	14
4.1.2 Your Interpretation Rates	16
4.1.3 Your Certification Records	17
4.1.4 Your Training Records (Interpreter Training)	17
4.2 Post Your Availability	18
4.3 View Interpreting Requests	28
4.4 View Scheduled Events (Calendar View)	32
4.5 View Confirmed Contracts (Confirmed Calendar)	33
4.6 Generating Invoices (Billable Invoice)	33
5 Logging Off	39
6 The Front Office Terminal	40



Document History

Revision History

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4.0	1/30/2026	Updated to include alterations to the Post Your Availability tab and the new Confirmed Calendar	Ian Schlie

Distribution List

This document has been distributed to:



Name	Position	Company	Action

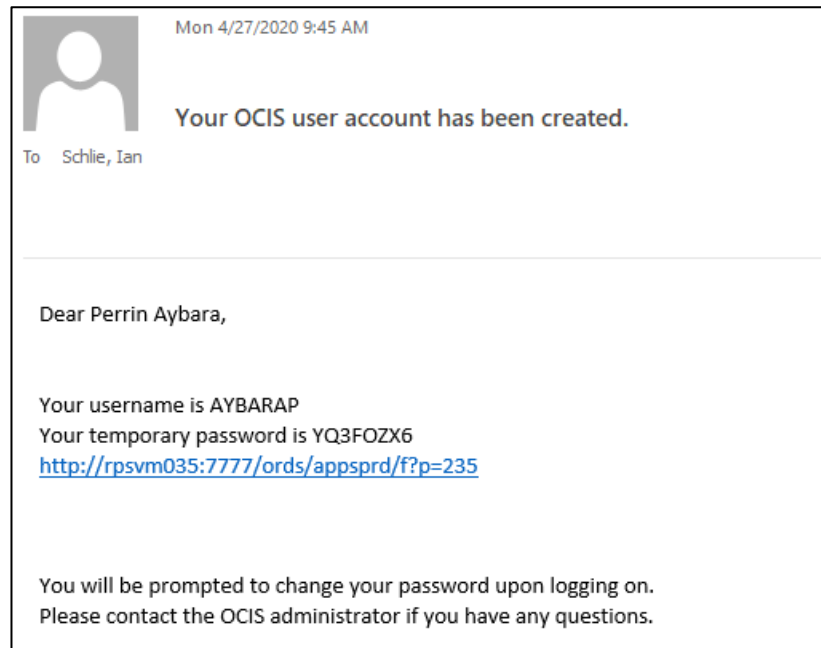
1 Introduction

The Web Interpreter and Translator System (WITS) application is an electronic sign-in application for interpreters and staff utilized by the Office of Court Interpreting Services (OCIS).

OCIS provides professional interpreting services at no cost to persons who are deaf, hard-of-hearing, or limited English proficient and who have matters with the District of Columbia Courts. OCIS uses WITS, a web-based tool, to schedule and track interpreting services. Contract interpreters can post their availability on their personal WITS accounts. WITS receives most of its schedule information from the DC Courts' case management systems via interfaces. With this information, staff assign interpreters to future events, record their service time for those events, and process data for payment of their services. For accountability purposes, reports can be produced from the WITS database.

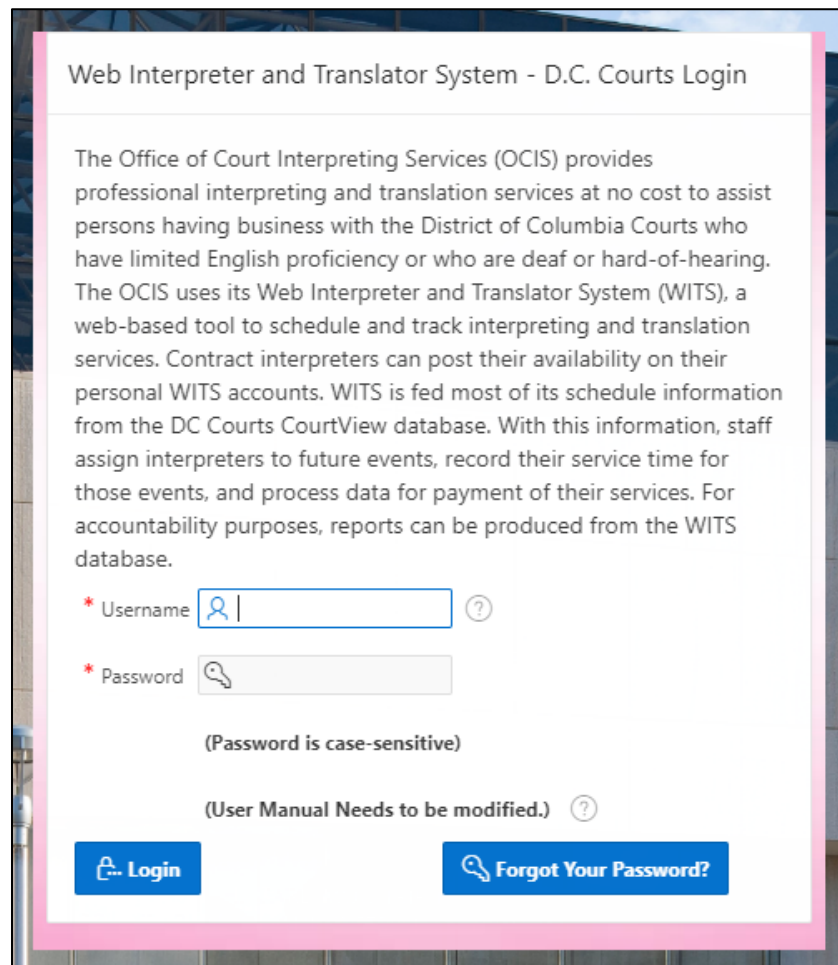
2 Logging In

Logging on the application for the first time is done from your personal computer by using the Internet browser of your choice (OCIS recommends using Firefox or Chrome). Before you can log on, OCIS staff must create an account for you, and you should receive an e-mail like the one shown below:



2.1 Initial Login Process

For the initial login process, you should note the user name and password provided in the e-mail you have received. The WITS login screen can be accessed by one of three methods: (1) clicking on the hyperlink provided in the e-mail; (2) copying and pasting the URL value provided by the e-mail or OCIS personnel into your browser toolbar and hitting  on your keyboard; or (3) visiting www.dccourts.gov, hovering your cursor over the Services tab, and selecting the OCIS Login option from the menu (on the far right, third from the bottom). After doing so, the WITS login screen should appear.



The screenshot shows the 'Web Interpreter and Translator System - D.C. Courts Login' page. It includes a detailed paragraph about the Office of Court Interpreting Services (OCIS) and the WITS system. Below the text are input fields for 'Username' and 'Password', both marked with an asterisk. The 'Username' field has a user icon and a help link. The 'Password' field has a password icon and a help link. Below the password field, it states '(Password is case-sensitive)' and '(User Manual Needs to be modified.)' with a help link. At the bottom, there are two buttons: 'Login' and 'Forgot Your Password?'.

Web Interpreter and Translator System - D.C. Courts Login

The Office of Court Interpreting Services (OCIS) provides professional interpreting and translation services at no cost to assist persons having business with the District of Columbia Courts who have limited English proficiency or who are deaf or hard-of-hearing. The OCIS uses its Web Interpreter and Translator System (WITS), a web-based tool to schedule and track interpreting and translation services. Contract interpreters can post their availability on their personal WITS accounts. WITS is fed most of its schedule information from the DC Courts CourtView database. With this information, staff assign interpreters to future events, record their service time for those events, and process data for payment of their services. For accountability purposes, reports can be produced from the WITS database.

* Username ?

* Password ?

(Password is case-sensitive)

(User Manual Needs to be modified.) ?

[Login](#) [Forgot Your Password?](#)

*Note: We recommend that you bookmark the page. By creating a bookmark, you will be able to access the application more easily in the future.

2.2 Login Process

To log in to the system, enter your username and password and click the [Login](#) button.

If this is your first time logging in to the system, or you have reset your password through the Forgot Your Password? function, you will be prompted to update your password and provide responses to security questions. Otherwise, you can proceed to **Chapter 3**.



2.3 Creating an Initial Password

After successfully logging onto WITS application for the first time, the following WITS Security Questions and Change Password screen (see below) will display. You will be prompted to select and answer three security questions and change your password. You need to select questions and enter your responses **AND** change your password before clicking on the **Save** button.

** Please select 3 security questions from below. You will need them to confirm your identity when you change your password.

Question 1	
Answer	
Question 2	
Answer	
Question 3	
Answer	

User Name	AYBARAP
Old Password	
New Password	
Re-enter Password	

**Password must be at least 8 characters long and must contain at least one upper case, one lower case one numeric & one punctuation character.
**Punctuation character can be any of the following (!@#\$%^&*()+-./:;<>.,=?) characters.

Save

After logging on the application for the first time, you will be prompted to select and answer three security questions. The responses to these security questions should be retained, as the answers will be needed to confirm your identity if your password is ever lost. Clicking on the down arrow next to each of the three questions provides you with a drop-down list of eight available questions.



** Please select 3 security questions from below. You will need them to confirm your identity when you change your password.

Question 1	▼	
Answer	WHAT IS THE NAME OF YOUR HIGH SCHOOL?	
Question 2	WHAT IS THE NAME OF YOUR FIRST CAR?	
Answer	WHAT IS THE NAME OF YOUR FAVORITE PET?	
Question 3	WHAT IS YOUR FATHER'S MIDDLE NAME?	
	WHAT IS YOUR FAVORITE VACATION SPOT?	
	WHAT IS YOUR FAVORITE SPORT?	
	WHAT IS THE NAME OF YOUR FIRST PET?	
	WHAT CITY WERE YOU BORN IN?	▼

You should select a question from the Question 1 drop-down menu options by clicking on the desired question and entering your response. An example is shown below:

Question 1	WHAT IS YOUR FAVORITE SPORT?	▼
Answer	baseball	

Questions 2 and 3 should be selected and answered using the same procedure that was used for Question 1. After answering all three security questions, please remember to record your answers for future reference.

***Note:** You have the option of capturing an image of the displayed screen information using the Print Screen option by pressing the PrtScn key and copying it (CTRL-C) into a document to be printed or retained.

2.4 Changing your Password

After answering your three security questions as part of the initial logon process, you also need to change your password before clicking on the **Save** button. Filling out all fields is required for both sections, and the omission of any information will result in an error message being displayed. Your assigned username is entered as the default value (see below) in the User Name field and is not editable.



User Name	AYBARAP
Old Password	
New Password	
Re-enter Password	

You should enter your temporary password in the Old Password field.

You should enter a new password value meeting the following criteria in the New Password field:

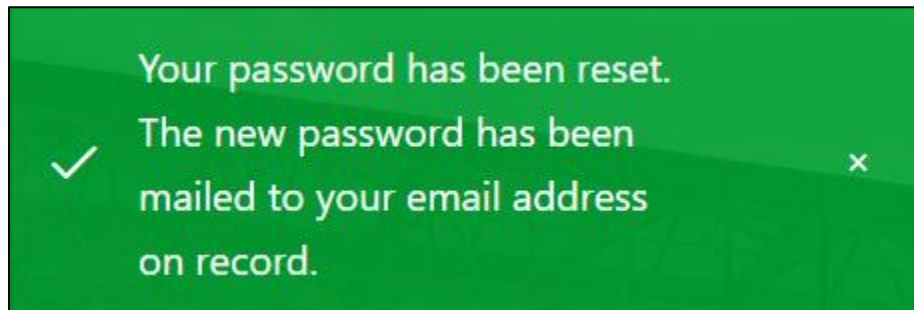
1. The new password value must be at least 8 characters in length.
2. Contain at least one upper case letter.
3. Contain at least one lower case letter.
4. Contain at least one numeric character.
5. Contain at least one punctuation character.

You should re-enter the same new password in the Re-enter Password field.

To retain the information entered and update your password, you must click the  button. Typing the  button will reset all fields to null values.

2.5 [Forgot Your Password? Reset Password Option](#)

After your initial login, if you forget the password, you can reset it. To do so, enter your username in the Username field and click on the  button located on the login page. You will be directed to answer your three selected security questions. After answering your security questions successfully and clicking the  button, there will be a system message displayed at the top of the security questions view, highlighted by a , stating that your password has been reset and that the new password has been mailed to your email address on record.



This e-mail is similar to the one you received when your account was created. After logging on with your new temporary password, the change password window is displayed, and you will be prompted to change your password. Your assigned username is entered as the default value (see below) in the User Name field and is not editable.

User Name	AYBARAP
Old Password	
New Password	
Re-enter Password	

You should enter the new temporary password in the Old Password field.

You should enter a new password value meeting the following criteria in the New Password field:

1. The new password value must be at least 8 characters in length.
2. Contain at least one upper case letter.
3. Contain at least one lower case letter.
4. Contain at least one numeric character.
5. Contain at least one punctuation character.

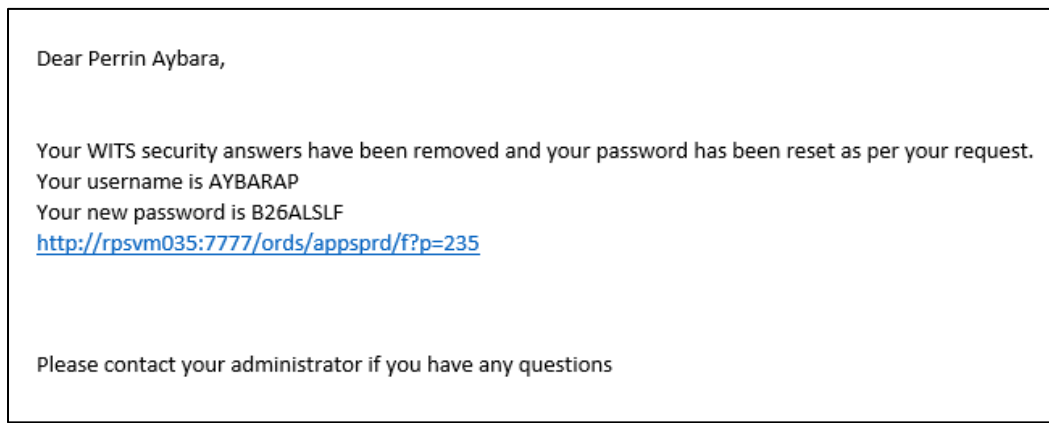
You should re-enter the same new password in the Re-enter Password field.

To retain the information entered and update your password, you must click the  button. Typing the  button will reset all fields to null values.



2.6 Forgot the Answers to your Security Questions?

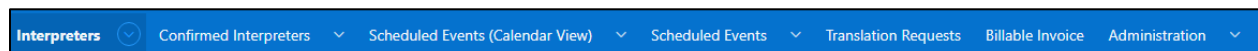
If you have forgotten both your password and your answers to the security questions you selected, you will need to have a member of OCIS reset your password and security questions. When this is done, you will receive an e-mail (see below) telling you that your original WITS security answers have been removed and your password has been reset (an example is shown below):



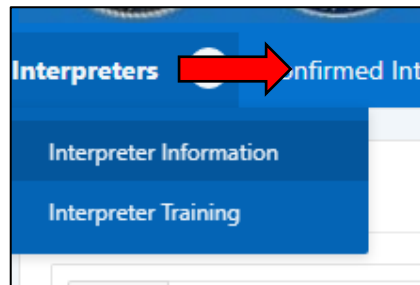
You can then login as though you were a new user, following the steps outlined in **Chapter 2.3**.

3 General Navigation Tips

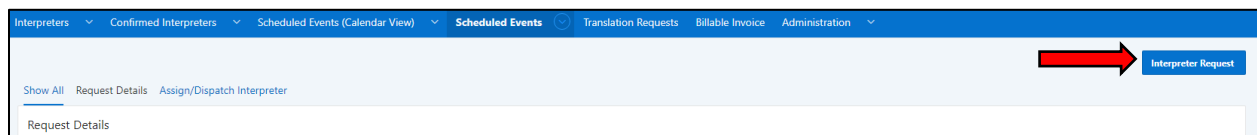
WITS is organized by tabs and subtabs, each of which loads a distinct page. To navigate between various locations, you should use the navigational menu strip, placed near the top of the application. You should generally refrain from navigation using the browser buttons except as specifically noted elsewhere in this manual.



Subtabs are located within tabs. To navigate to a subtab, click the arrow next to the tab and select the subtab from the drop-down menu.

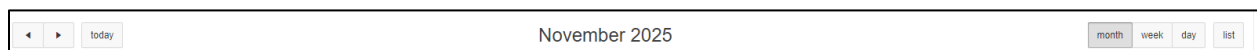


Many pages are equipped with a [Back](#) button that will return you to the previous screen. Some pages have navigational buttons that will direct you to a specific page other than the previous screen. These buttons will be labeled with the specific location to which they will direct you.



Buttons whose labels include diction such as save, update, upload, assign, or add perform actions in WITS. Saving or updating a record cannot be reversed. Adding and assigning can be canceled by navigating to another page. If you perform an action unintentionally and seek to cancel the action, we recommend navigating to another page or clicking the Cancel button if available.

Some pages contain calendars. Calendars can be navigated via the menus near their headers. The arrow keys to the right will move you forward or backward by one month for each respective click, while the [today](#) button will return you to the current date.



The Invoice tab will open in a pop-up window. Your browser must have pop-up windows enabled for the invoice screen to display. Pop-up windows can be closed by clicking the x icon in the navigation pane.

Screens that contain tables will default to only display the first 10-25 entries, depending on the table. Such tables can be navigated using the arrow buttons placed to their bottom left or bottom right. WITS employs two styles of navigational buttons.





Every table is equipped with a Search bar that can be used to locate entries. Type the desired search text into the Search bar and press the Enter key to narrow the table entries displayed.

4 Interpreter Capabilities in WITS

As an interpreter, you have the following capabilities to: (1) view your personal information, certification, and training, with the ability to update your phone contact information in the Interpreter tab; (2) post your availability and accept assignments offered by OCIS in the Post Your Availability tab; (3) view your prior assignments in the Interpreter Requests tab; (4) view your past, present, and upcoming assignments and case details in the Scheduled Events (Calendar View) tab; (5) view the dates for which you have received a contract in the Confirmed Calendar tab; and (6) view your past invoices and generate new ones in the Billable Invoice tab. The tabs can be seen below:



4.1 Viewing Your Personal Information (Interpreter Information)

4.1.1 Your Interpreter Profile Information

After login, your information is displayed by default. You can also access your profile by selecting the Interpreter Information subtab from the Interpreters tab drop-down menu. To view your profile information, click the  icon under the Rates and Qualifications column.



WITS Interpreter User Manual Version 4.0

Interpreter Information

1 - 1 of 1

Rates and Qualifications	First Name	Last Name	Company	Active (Y/N)	Staff (Y/N)	Is Translator (Y/N)	Ineligible To Be Paid (Y/N)	Out Of Jurisdiction (Y/N)
	Basnaaid	Elming	-	Y	N	N	N	N

1 - 1 of 1

You will be directed to a screen containing three sections: Interpreter Information, Interpreter Languages, and Interpreter Certification. You can view all three sections at once or focus on only a single section by selecting one of the tabs at the top of the viewing window:

Show All **Interpreter Information** Interpreter Languages Interpreter Certification

Under Interpreter Information, you will be able to see all of your profile information, including your name, company name, address, social security number, email address, and translator status. Please note that all entries should match your account at www.sam.gov. If any of your information needs to be updated, please contact OCIS staff.

The SSN and EIN fields are masked to protect the sensitive contents from being displayed inadvertently. To reveal the SSN and EIN fields, select the Yes option from the drop-down menu to the right of the Show SSN and EIN field.

* First Name

* Last Name

Company

Show SSN and EIN

* First Name

* Last Name

Company

SSN

Show SSN and EIN

EIN/Vendor No.

* Email Address



The only two fields that you have access to edit are the home phone and work phone fields. If you wish to update a phone number, enter the number in the appropriate field and click the **Update** button to change those two fields only.

* First Name * Last Name
Company
Show SSN and EIN
* Email Address
Home Phone Work Phone
Address1 Address2
City State
Zip
Is Active Is Staff
Is Translator Out of Jurisdiction
Ineligible to be Paid
Created Date 03/13/2025 03:32 PM Created By SCHLIEI
Modified Date 12/11/2025 10:55 AM Modified By SCHLIEI

There are five status fields at the bottom of this section. The Is Active field denotes whether you are currently in active status on the Interpreter Registry; if the field is set to No, you are not eligible to interpret at the District of Columbia Courts. The Is Translator field denotes whether you are approved to bid on translation contracts. The Is Staff field denotes whether you are a staff interpreter; this field will always be set to No. The Out of Jurisdiction field denotes whether you live outside the Washington metropolitan area and therefore may merit a travel stipend; this field assists OCIS with ascertaining whether you are an appropriate hire for a given assignment. The Ineligible to be Paid field denotes whether your SAM registration is current; if the field is set to No, you are not eligible to interpret at the District of Columbia Courts.

If you believe that any of these status fields display errant information, please contact OCIS.

4.1.2 [Your Interpretation Rates](#)

The payment rates for your language(s) are displayed in the next section of your profile, Interpreter Languages. You will not be able to edit any of this information; if you believe that any rate is in error, please contact OCIS staff. This section of your profile is a useful reference for invoices. A rate is currently active if it is marked with a “Y” in the active rate column. The start date and end date columns are for OCIS staff only and have no effect on your profile, payments, or certification status.



WITS Interpreter User Manual Version 4.0

Interpreter Languages														
Interpreter	Language	Hourly	Overtime	Half day amount	Half of half day amount	Full day amount	Half of full day amount	Start date	End date	Active rate	Created Date	Created By Id	Modified Date	Modified By Id
Elming, Basnaaid	Spanish	\$80.00	\$80.00	\$320.00	\$200.00	\$566.00	\$200.00	03/13/2025	01/01/2026	Yes	03/13/2025 03:32 PM	SCHLIEI	12/11/2025 11:49 AM	SCHLIEI

1 - 1

1 - 1

4.1.3 Your Certification Records

Your certification status is displayed in the next section, Interpreter Certification. As with the previous sections, you will not be able to edit details or add certifications; if your certification status changes, please contact OCIS staff.

Interpreter Certification								
Interpreter	Language	Certifications	Certification date	Upload Document	Created Date	Created By	Modified Date	Modified By
Elming, Basnaaid	Spanish	NCSC	02/15/2023		12/11/2025 12:16 PM	SCHLIEI	12/11/2025 12:16 PM	SCHLIEI
Elming, Basnaaid	Spanish	NCSC	10/14/2025		12/11/2025 12:19 PM	SCHLIEI	12/11/2025 12:19 PM	SCHLIEI

To access accreditation documents, you can click the  icon under the Upload Document column. You should not upload your own certification documents. If you notice that a certification document is absent or in error, provide the correct certification document to OCIS to upload. You can download documents for your records if necessary; this is particularly useful if the certification documents were generated by OCIS, as in the case of oral proficiency interview results or written English examination scores. The documents are tied to the specific language of interpretation, so, if you interpret in multiple languages, you will need to use the [Back](#) button to return to the Interpreter Information screen and select another language in order to see the other certification documents.

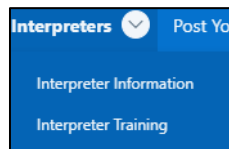
Upload Documents (Please contact OCIS at interpreters@dcsc.gov)				
Back				
Uploaded By	Uploaded Date	Certification Document Type	File Name	Download Document
SCHLIEI	04/27/2020	Certification	Certificate of Completion - CNC Case Procedure.TIF	Download

1 - 1

4.1.4 Your Training Records (Interpreter Training)



The Interpreter Training page displays training and authorization documents. You can also access it by selecting the Interpreter Training subtab from the Interpreters tab drop-down menu. If you have not completed any training, the page will be blank.



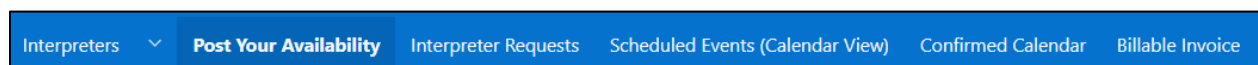
As with interpreter certification, you can locate training documents by clicking the  icon under the Upload Document column. From this page, you can track whether you have met your requirements for remaining on the DC Courts Interpreter Registry for the given year, and, if applicable, obtain training documents that can then be submitted to other jurisdictions that require continuing education.

Interpreter Training				
Interpreter	Class Type	Credit Hours	Date Completed	Upload Document
Aybara, Perrin	Code of Ethics & Professional Conduct	0	04/20/2020	

1 - 1

4.2 [Post Your Availability](#)

The Post Your Availability tab allows you to submit your availability to accept assignments from OCIS and to accept assignments that OCIS has offered. You can access this tab from the menu ribbon at the top of the screen.



The Post Your Availability tab displays the current month's calendar by default. Holidays will be demarcated by a light red background color. Holidays are identified by means of a public calendar and will not include Court holidays (such as judicial training dates or bar conferences).



February 2026							month week day list	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
1 (Not Available)	2 (Not Available)	3 (Not Available)	4 (Not Available)	5 (Not Available)	6 (Not Available)	7 (Not Available)		
8 (Not Available)	9 (Not Available)	10 (Not Available)	11 (Not Available)	12 (Not Available)	13 (Not Available)	14 (Not Available)		
15 (Not Available)	16 (Not Available)	17 (Not Available)	18 (Not Available)	19 (Not Available)	20 (Not Available)	21 (Not Available)		
22 (Not Available)	23 (Not Available)	24 (Not Available)	25 (Not Available)	26 (Not Available)	27 (Not Available)	28 (Not Available)		

*Note: The Post Your Availability tab will display information for dates greater than the current date only. To search for past contracts, navigate to the Confirmed Calendar tab instead.

The default availability status in WITS is **Not Available**, which is displayed in red. **Not Available** means that you are not available to accept assignments, and OCIS will not offer assignments to you unless they have explicitly agreed to do so based on the language(s) for which you interpret. In order to receive assignments for a given date, you will need to change your availability status on that date. **Please note that you can only post your availability for the current month and for the next three months.**

*Note: On the Post Your Availability tab, your cursor will change from an arrow to a finger when you hover over text that links to a new page. If you click text without a response, you have likely clicked outside of the link text box. Hover your cursor over the text until it changes to a finger and then click again.

Select the date for which you would like to change your availability. Then, click the **Not Available** text underneath that date.

10
(Not Available)



Clicking the **Not Available** text will bring you to the Interpreter Availability screen.

The screenshot shows the Interpreter Availability screen for the interpreter 'Elming, Basnaaid'. The form includes the following fields and options:

- Interpreter Name:** Elming, Basnaaid
- Select Language:** A drop-down menu with a downward arrow.
- From Calendar Date (MM/DD/YYYY):** 02/11/2026
- To Calendar Date (MM/DD/YYYY):** 02/11/2026
- Select your Availability:** Not Available
- Buttons:** Save Availability and Back to calendar

The Interpreter Availability screen will display your name and default the date range to the date you selected on the main Post Your Availability screen. You will need to select your language from the Select Language drop-down menu. If you only interpret in one language, only that language will be available. If you interpret in more than one language, OCIS recommends that you post your availability in the language that is used most frequently at the District of Columbia Courts; for example, if you interpret in both French and Swahili, you should select French. You may post your availability in one language only per date. If you are concerned that you will miss assignment opportunities for interpreting in other languages, please contact OCIS; OCIS keeps records of which interpreters interpret in multiple languages and will not overlook an interpreter for contract offers solely because the interpreter did not post availability in a specific language, but OCIS staff appreciates reminders nonetheless.

The screenshot shows the Interpreter Availability screen for the interpreter 'Aybara, Perrin'. The 'Select Language' drop-down menu is open, displaying the following options:

- Amharic
- Deaf - American Sign Language (ASL)
- Middle English
- Spanish



Once the language has been selected, you should then select your availability. You have three options: Full Day, Half Day AM, and Half Day PM.

* To Calendar Date (MM/DD/YYYY) 05/06/2020

* Select your Availability

Not Available

Full Day

Half Day AM

Half Day PM

Not Available

Back to calendar

Full Day contracts are generally from 9 AM to 5 PM. Half Day AM contracts are generally from 9 AM to 1 PM. Half Day PM contracts are generally from 1 PM to 5 PM. OCIS staff may contact you directly via email or telephone to notify you when an assignment departs from those general timeframes; however, if you post your availability for a given time frame, OCIS will understand you to be available for that entire time frame. If you are not available for any portion of a timeframe, please do not select that timeframe.

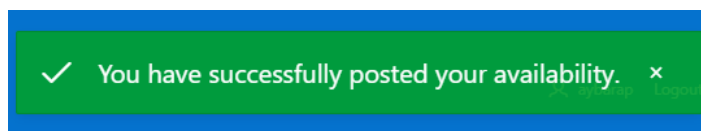
Although the date range automatically defaults to the selected date, you may manually extend the date range to include additional dates. This simplifies posting availability over long periods.

* From Calendar Date (MM/DD/YYYY) 05/06/2020

* To Calendar Date (MM/DD/YYYY) 05/09/2020

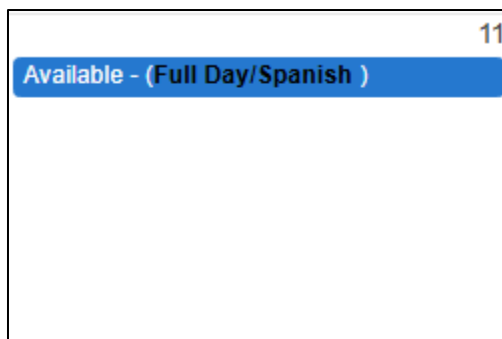
If you would like to post your availability over a long range and know that you will not be available for some dates within that range, you can post your availability for that range and then remove the individual unavailable dates from your availability calendar by repeating the steps listed above and then changing your availability to **Not Available**.

Once you have set your availability as desired, click the **Save Availability** button to update your calendar. If the update was successful, you will be notified by a **green** message in the upper right portion of the screen.

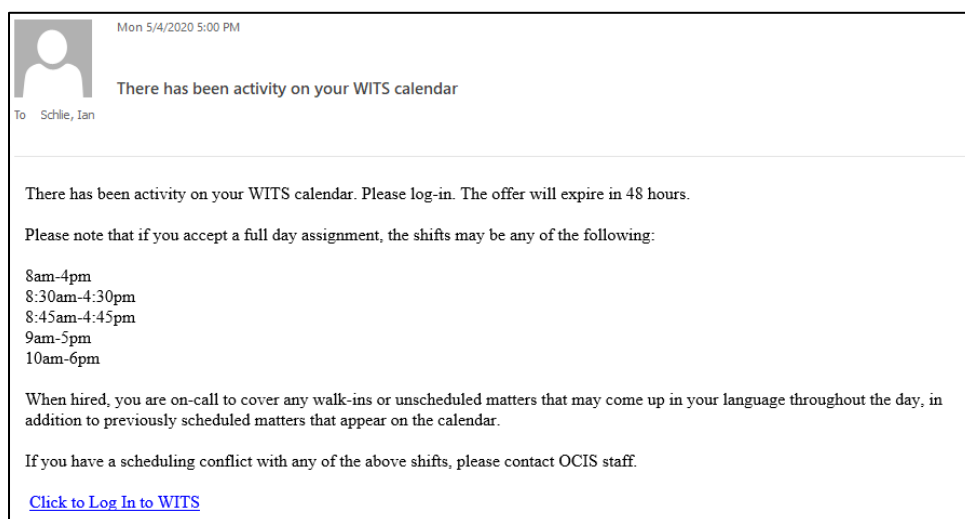




The calendar will now display your available date in **black and white text** with a **blue background**. The text will also indicate the timeframe and language for which you are available.



OCIS may offer you a contract for a date on which you are available. If that happens, you will receive an email at 5 PM on the date that OCIS offers the assignment. The email contains no specific information about the offer, but does contain a link to the WITS login page for your convenience. The email appears as follows:



The offer will expire in 48 hours. To accept the offer, you will need to log in to WITS. Assignments offered by OCIS will appear in **white text on a blue background**.



11

Assigned - (Full Day/Spanish) Please Accept

To accept the assignment, click on the [white text](#), which will bring you to the Interpreter Availability screen. The Select Language, From Calendar Date, To Calendar Date, Select Your Availability, and Assigned Contracting Term fields are locked.

The Interpreter Availability window will display two new fields. The Assigned Contracting Term field denotes the contract term offered by OCIS (which may be shorter than your posted availability). The Accepted Contracting Term allows you to accept or reject the offer. WITS defaults to the No option for the Accepted Contracting Term, which means that, if you take no action, the offer will expire after 48 hours. **A contract is not finalized until you affirmatively accept it.**

Interpreter Name	Elming, Basnaaid
* Select Language	Spanish
* From Calendar Date (MM/DD/YYYY)	02/11/2026
* To Calendar Date (MM/DD/YYYY)	02/11/2026
* Select your Availability	Full Day
Assigned Contracting Term	Full Day
* Accepted Contracting Term	No ▾
Save AvailabilityBack to calendar	



To accept the contract offer, change the Accepted Contracting Term to Yes and then click the **Save Availability** button. The browser will return to the Post Your Availability calendar. Accepted contract offers will appear in **black text** on a blue background.

Interpreter Name	Elming, Basnaaid
* Select Language	Spanish
* From Calendar Date (MM/DD/YYYY)	02/11/2026
* To Calendar Date (MM/DD/YYYY)	02/11/2026
* Select your Availability	Full Day
Assigned Contracting Term	Full Day
* Accepted Contracting Term	Yes v
Save Availability Back to calendar	

11
Accepted - Full Day/Spanish

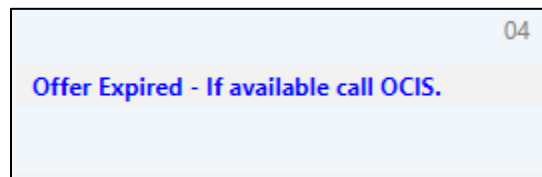
At this point, you can no longer change your availability for the date on which you are contracted to interpret. The link to the Interpreter Availability window is now closed. If, for whatever reason, you become unavailable for that date, you must contact OCIS directly to change it.

***Note: OCIS may offer you more than one assignment at a time; however, you will only receive a single email notifying you of activity on your account. Therefore, you should**



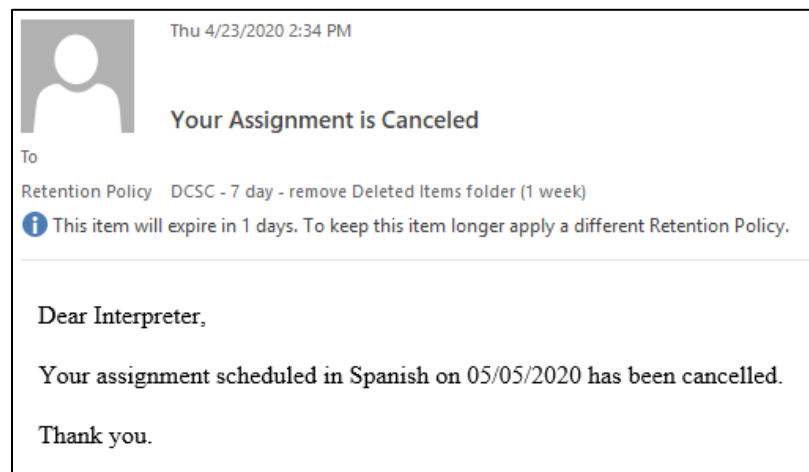
always check the rest of the calendar, including the next month(s), to be sure that you have not missed an assignment offer.

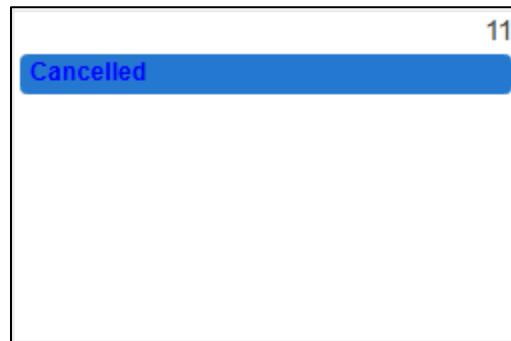
If you do not wish to accept an offer, you do not need to take any action, and the offer will expire after 48 hours. **Expired** offers appear in **blue text**, and do not link to the Interpreter Availability window.



Sometimes, you may not realize that an offer was made, or you did not have access to the internet to accept the offer. If that happens, please contact OCIS to inform staff that you are available for the assignment. If the assignment is still active and has not been offered to another interpreter, OCIS can override the **expired** offer.

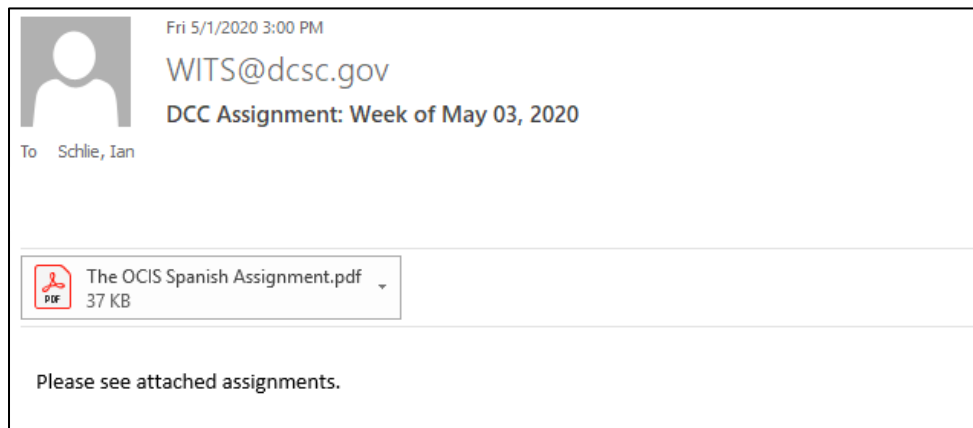
On some occasions, OCIS may need to **cancel** an assignment. If that happens, you will receive an email notification, and the Post Your Availability tab will display the **cancelled** assignment in **blue text on a blue background**.





If you are still available to accept an assignment, please notify OCIS staff so that they can override the cancellation and allow you to post your availability again.

Finally, if you are a Spanish, American Sign Language, or Amharic interpreter, you will receive a system-generated email on every Friday at 3 PM detailing your schedule for the next week, assuming that you have an assignment for the next week. The schedule will come as an attachment to the email; examples are illustrated below.





Dear Interpreter,

This is the list of your assignment(s) for the week of: November 22, 2025

ASL

Date	Time	Place	Interpreter
11/24/2025	1:00PM to 5:00PM	Supervised Visitation Center	Kent, Clark

The following are your teammates for the week of: November 22, 2025

Date	Place	Interpreter
11/24/2025	Supervised Visitation Center	Kent, Clark

Below are the scheduled cases that have not yet been assigned for the week of for the week of:
November 22, 2025

Hearing Date	Case Number	Case Caption	Event Type	Court
--------------	-------------	--------------	------------	-------

Pre-assigned matters, if any, can be viewed by logging into WITS and selecting the Scheduled Events tab. Cases and case documents for Probate, Civil, and Civil Tax cases can be found on Portal and those for Criminal, Domestic Violence, and Family cases can be found on EAccess at: <https://www.dccourts.gov/superior-court/cases-online>

This list of events is not exhaustive and no event is guaranteed to proceed. Additional hearings may be scheduled after this report is generated.



Dear Interpreter,

Amharic

This is the list of your assignment(s)

Date	Time	Place	Interpreter
------	------	-------	-------------

Pre-assigned matters, if any, can be viewed by logging into WITS and selecting the Scheduled Events tab. Cases and case documents for Probate, Civil, and Civil Tax cases can be found on Portal and those for Criminal, Domestic Violence, and Family cases can be found on EAccess at: <https://www.dccourts.gov/superior-court/cases-online>

Dear Interpreter,

Spanish

This is the list of your assignment(s)

Date	Time	Place	Interpreter
------	------	-------	-------------

Pre-assigned matters, if any, can be viewed by logging into WITS and selecting the Scheduled Events tab. Cases and case documents for Probate, Civil, and Civil Tax cases can be found on Portal and those for Criminal, Domestic Violence, and Family cases can be found on EAccess at: <https://www.dccourts.gov/superior-court/cases-online>

4.3 [View Interpreting Requests](#)

The Interpreter Requests tab, on the main menu ribbon, displays information about all of your assignments. You can also view a list of billable invoices by selecting the appropriate menu option (discussed more below).



When you first select the tab, WITS will default to showing your Primary Report: all of the interpreting assignments that you have performed or are assigned to perform on the current date or in the future. You may perform or have performed more than one interpreting assignment for a given contract. You can use this screen to reference your assignments for research or billing purposes.



WITS Interpreter User Manual Version 4.0

Search 1. Primary Report Actions													
1 - 15 of 25													
Hearing Date	Case Number	Language	Case Caption	Event Type	Judge	Division	Case Status	Ad Hoc Request	Court	Interpreter/Company Name	Search Hearing Date	Contracting Terms	Process Flag
04/28/2020 08:00:00 AM	NCN	Spanish	Roll Call	Roll Call	-	Civil Division	Assigned	Y	B-52	AI/Thor, Rand	28-APR-20	Full Day	N
05/07/2020 10:00:00 AM	NCN	Deaf - American Sign Language (ASL)	DOBRAINE	Preliminary Hearing	-	Criminal Division	Assigned	Y	220	AI/Thor, Rand	07-MAY-20	Full Day	N
04/27/2020 03:00:00 PM	2018 NEG 000125	Spanish	MARQUEZ JOHANNA	Permanency Hearing	DE WITT TYRONIA T	Family Court	Completed	N	Courtroom JM-8	AI/Thor, Rand	27-APR-20	Full Day	N
05/03/2020 08:00:00 AM	NCN	Spanish	Mediation	Mediation Session	-	Multi-Door Dispute Resolution Division	Assigned	Y	MEDIATION CENTER, 410 E Street, N.W., Second Floor	AI/Thor, Rand	03-MAY-20	Full Day	N
05/11/2020 08:00:00 AM	NCN	Deaf - American Sign Language (ASL)	Stand by for Juror	Jury Duty	-	Special Operations	Assigned	Y	Juror Office	AI/Thor, Rand	11-MAY-20	Full Day	N
05/04/2020 08:00:00 AM	NCN	Spanish	Roll Call	Roll Call	-	Civil Division	Assigned	Y	L-T	AI/Thor, Rand	04-MAY-20	Full Day	N
05/20/2020 08:00:00 AM	NCN	Spanish	Office Coverage	Office duty	-	Special Operations	Assigned	Y	OCIS	AI/Thor, Rand	20-MAY-20	Full Day	N
05/06/2020 08:00:00 AM	NCN	Deaf - American Sign Language (ASL)	Office Coverage	Office duty	-	Special Operations	Assigned	Y	OCIS	AI/Thor, Rand	06-MAY-20	Full Day	N
04/21/2020 08:30:00 AM	2015 SUP 001092	Spanish	SOLOZANO LEONIDAS	Motion Hearing to Reinstate	BRENNEMAN DIANE	Family Court	Completed	N	Courtroom 107	AI/Thor, Rand	21-APR-20	Half Day	Y
04/30/2020 08:00:00 AM	NCN	Spanish	Arraignment	Arraignment	-	Criminal Division	Assigned	Y	C-10	AI/Thor, Rand	30-APR-20	Full Day	N

The Hearing Date column records the date on which the interpreting assignment occurred or will occur. The Case Number column records the case number associated with the interpreting request. The Language column records the language in which the request was interpreted. The Case Caption column records the name of the party requiring interpreting services. The Event Type column records the nature of the proceedings for which interpreting services have been requested. The Judge column records the judge presiding over the proceedings requiring interpretation. The Division column records the division on whose behalf the interpreting request was made; for most requests, this is the division that administers the associated case type, even if the event is being held in another venue. The Case Status column records the progression of the interpreting request. The Ad Hoc request column records whether the interpreting request was generated by a case management system or added manually. The Courtroom column records the physical (or remote) location for which interpreting services have been requested. The Interpreter/Company Name column records the interpreter(s) who has/have been assigned to the event; WITS will display only those requests to which you have been assigned. The Search Hearing Date column records the hearing date with the time elided. The Contracting Terms column records the event to which a contract is ascribed; a contract must be attached to an interpreting request in order for the system to generate an invoice. The Process Flag column indicates whether an assignment was attached directly to an invoice. Interpreters may interpret for multiple proceedings in the same day, but only one of these proceedings will be made billable for invoice purposes.

By selecting an options from the Reports drop-down menu, you can restrict the table display.



Interpreter Requests

Q v Search 1. Primary Report Actions v

1 - 15 of 25 >

Hearing Date Case Number Language Event Type

1. Primary Report
Default
1. Primary Report
2. Billable
3. Future Events
4. Today's Events

The Future Events option will display only upcoming assignments, and the Today's Events options will display only assignments for the current date. The final option, Billable, will show billable assignments for which no invoice has yet been submitted.

Interpreter Requests

Q v Search 2. Billable Actions v

Contracting Terms != 'Not Billable' X
Process Flag = 'N' X
Case Status in 'Cancelled Interpreter Paid, Completed' X

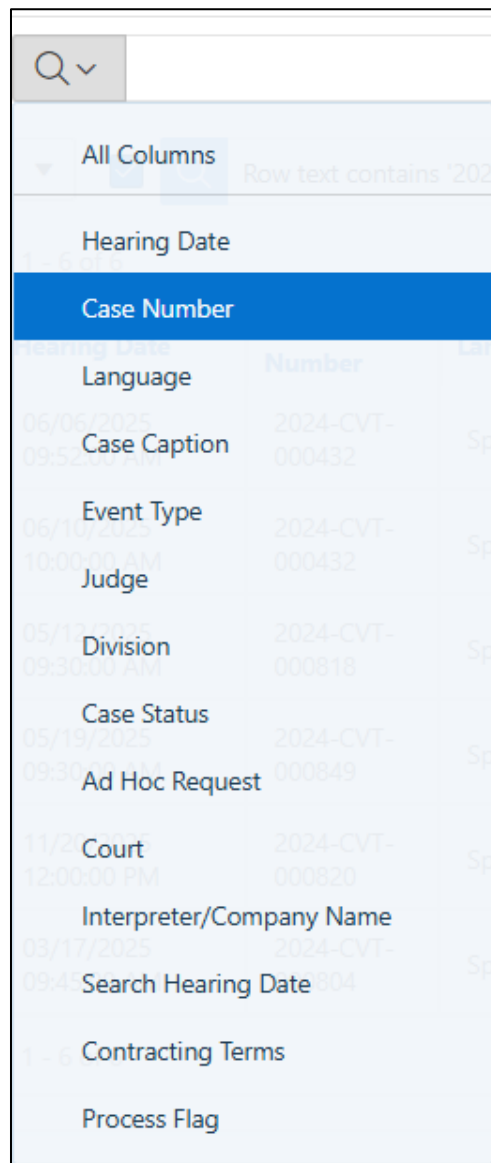
1 - 1 of 1

Hearing Date	Case Number	Language	Case Caption	Event Type	Division	Case Status	Ad Hoc Request	Court	Interpreter/Company Name	Search Hearing Date	Contracting Terms	Judge
04/27/2020 03:00:00 PM	2018 NES 000125	Spanish	MARQUEZ JOHANA	Permanency Hearing	Family Court	Completed	N	Courtroom JM-8	AlThor, Rand	27-APR-20	Full Day	DE WITT TYRONA T

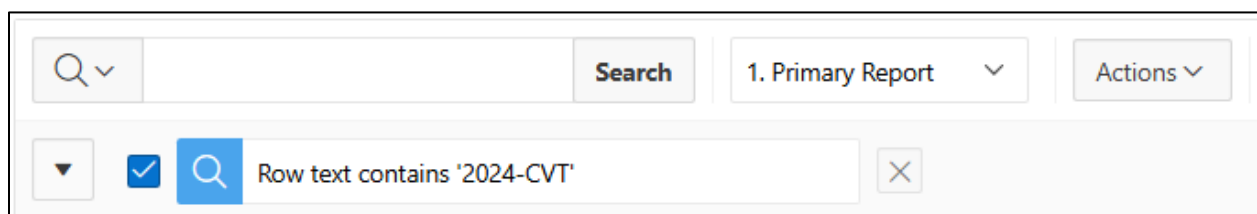
1 - 1 of 1

You can search for particular entries through the use of the Search bar. Type the data for which you would like to search into the Search bar and click the Search button. You can further restrict the search by clicking the  icon to the left of the Search bar and selecting a column from the drop-down menu.

Q v 2024-CVT Search



WITS will apply the search criteria and curate the table accordingly. Search criteria will be visible beneath the Search bar.



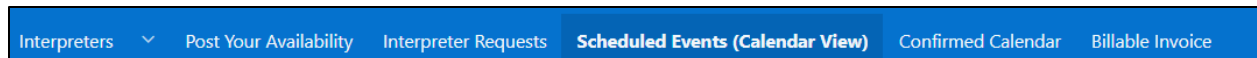


To clear a search criterion, click the ☐ button to the right of the criterion.

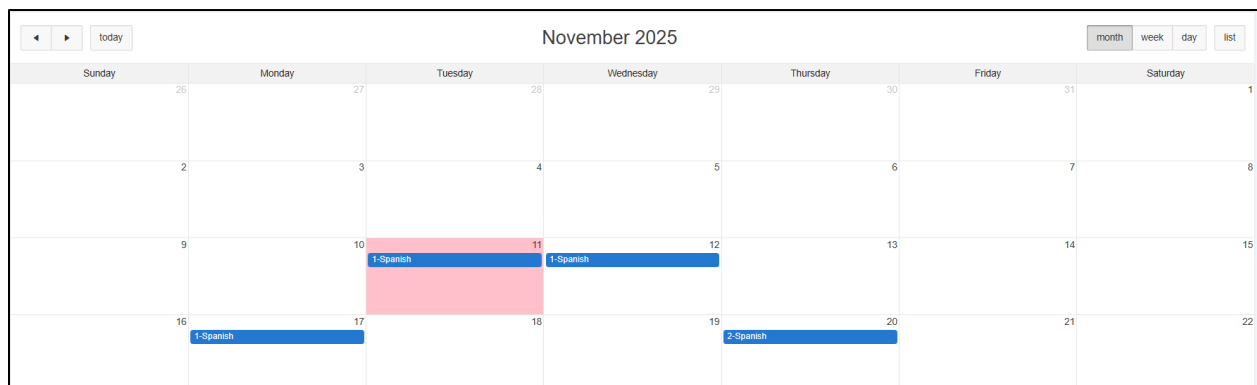
The Interpreter Requests table can be filtered more minutely by means of the Actions drop-down menu or the column heading filters. OCIS recommends that you not engage with these functions unduly, as they require some familiarity with the system to employ effectively. If you believe that you require greater insight into your assignments, please contact OCIS for assistance in applying filters.

4.4 [View Scheduled Events \(Calendar View\)](#)

The Scheduled Events (Calendar View) tab is the fourth tab in the menu ribbon.



This screen is very similar to the Interpreter Requests screen, except for the fact that it displays assignments in a calendar view. Days on which you were interpreted at the District of Columbia Courts will have a blue bar labeled with the language of interpretation and the number of assignments you completed. Days on which you did not interpret will be blank. To view assignments for a particular day, click the appropriate blue bar.



WITS will open a new page with additional information about that day's assignments. The information will be nearly identical to the information provided by the Interpreter Requests tab.

Language: Deaf - American Sign Language (ASL)							
Hearing Date	Case Number	Case Caption	Courtroom	Event Type	Division	Case Status	Interpreter/Company Name
05/06/2020 08:00:00 AM	NCH	Stand by for Juror	Juror Office	Jury Duty	Special Operations	Assigned	Cauthon, Matrim
05/06/2020 09:59:00 AM	NCH	MOGHEDEN	555 4th St, NW (USAO-DC)	Grand Jury Duty	Special Operations	Assigned	Cauthon, Matrim

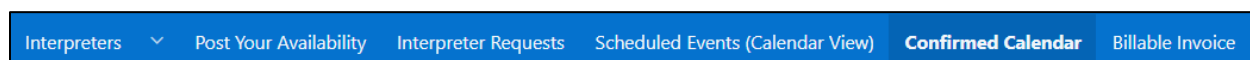


While you are viewing interpreting request information for a single day, the WITS menu ribbon will disappear. You can return to the Scheduled Events (Calendar View) tab by clicking the back button in your browser.

If you are reviewing your calendar for upcoming assignments, you can use the case number to look up additional case information through the DC Courts website at <https://www.dccourts.gov/superior-court/cases-online>. For sealed, family, and juvenile cases, you will not be able to conduct a public search. If you require any additional information to prepare for a hearing in those circumstances, please contact OCIS staff directly.

4.5 [View Confirmed Contracts \(Confirmed Calendar\)](#)

You can view your finalized contracts, including contracts for dates that have already passed, on the Confirmed Calendar tab, the fifth tab on the menu ribbon.



Days for which you were awarded and subsequently accepted a contract will appear in a blue bar with white text. Days for which no contract was finalized will be blank.

The screenshot shows a calendar grid for December 2025. The days of the week are listed at the top: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. The dates are listed in the first row: 30, 1, 2, 3, 4, 5, 6. The second row shows dates 7 through 13. The third row shows dates 14 through 20. On December 15, there is a blue bar with the text 'Elmorg, Basnaad/Half Day AM'. On December 16, there is a blue bar with the text 'Elmorg, Basnaad/Full Day'.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 Elmorg, Basnaad/Half Day AM	16 Elmorg, Basnaad/Full Day	17	18	19	20

The time of day for half-day assignments is manually appended to a contract offer by OCIS staff. If a contract is displayed as Half Day with no AM or PM designation, contact OCIS to have the entry emended.

4.6 [Generating Invoices \(Billable Invoice\)](#)

The Billable Invoice tab is the sixth and final tab available to interpreters in the main menu ribbon.



WITS Interpreter User Manual Version 4.0

Interpreters ▾ Post Your Availability Interpreter Requests Scheduled Events (Calendar View) **Confirmed Calendar** Billable Invoice

When you select this tab, WITS will open another window. This window, which is called either the Invoice Window, will allow you to prepare and submit invoices for all assignments, including translations. To ensure that you are able to access the Invoice Window, please configure your browser to enable pop-up windows.

The screenshot displays the WITS Invoice Window with three main panes:

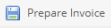
- List Of Invoices for Submission (Layout):** Contains a search bar, a "Prepare Invoice" button, and a table with columns: Interpreter/Compa..., Language, Billable unit, Hearing..., Case No, Case Capti..., Implement..., Status, Ad Hoc Re..., and Int. A single row is visible for "Lord of the Two Rivers" with status "Completed".
- List of Invoices (Grid):** Contains a search bar and a table with columns: Interpreter/Compa..., Control No, Invoice ..., Invoice Sta..., Invoice Date, Created Da..., CreatedBy, and ModifiedBy. It shows "no data found".
- Workflow & History (Layout):** Contains a search bar and a table with columns: Interpreter/Compa..., Language, Billable Unit, Hearing Date/ Billing Start, Billing End, Amount, Charge Type, Upload Rec..., Note, RE, and Invoice Id. It also shows "no data found".

This window contains three panes: the upper left pane, entitled List of Invoices for Submission (Layout); the upper right pane, entitled List of Invoices (Grid); and the bottom pane, entitled Workflow & History (Layout). Each screen provides different information.

This pane shows the "List Of Invoices for Submission (Layout)" with the following details:

- Search bar: "Enter search text here..." with a magnifying glass icon.
- Buttons: "Prepare Invoice" (with a document icon) and "X" (close icon).
- Table columns: Interpreter/Compa..., Language, Billable unit, Hearing..., Case No, Case Capti..., Implement..., Status, Ad Hoc Re..., Int.
- Table data: One row for "Lord of the Two Rivers" with status "Completed".
- Footer: "Page 1 of 1", "Show 15", and "1 - 1 of 1".



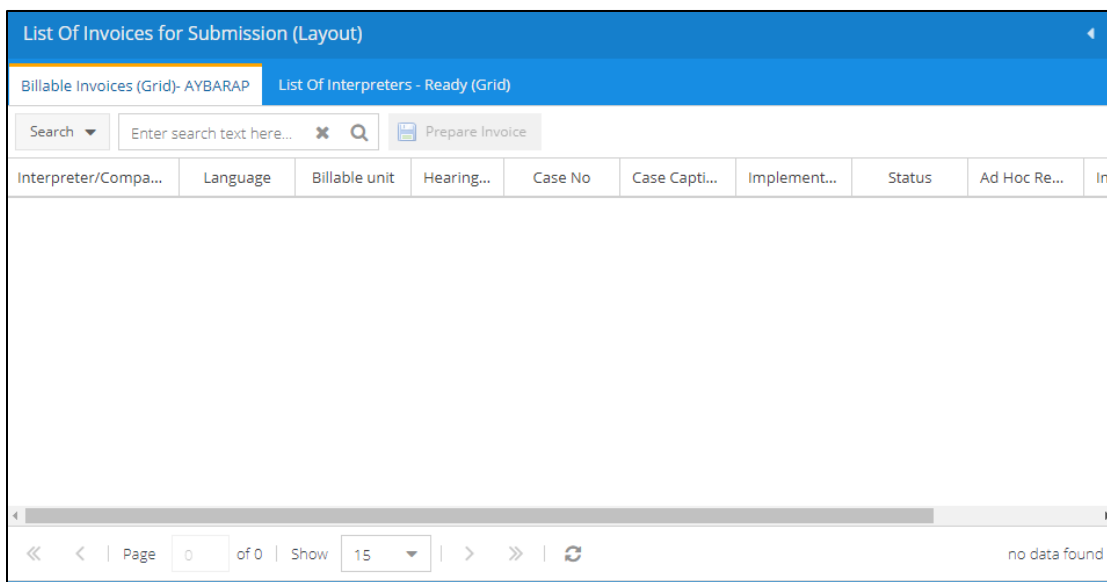
The List of Invoices for Submission (Layout) has two different subtabs: Billable Invoices (Grid) and List of Interpreters – Ready (Grid). WITS will display the Billable Invoices (Grid) subtab by default. This tab will allow you to generate invoices by clicking the  button at the top of the screen. When you click the button, all of the interpreting billable assignments listed will be grouped together into a single invoice with a single control number. Translation assignments will be separated from interpreting assignments and will receive a separate control number.

***Note:** There is a one-day delay on invoice generation. You cannot generate or submit an invoice on the same day that an assignment is completed – you will need to wait until the next calendar day.

Before preparing an invoice, you should check to make sure that the assignments listed are correct. It is your responsibility to ensure that the Billable Unit, Hearing Date, Case Number, and Status are correct. If you notice any error, please contact OCIS immediately so that the error can be rectified **before** you prepare the invoice.

Interpreter/Compa...	Language	Billable unit	Hearing...	Case No	Case Capti...	Implement...	Status	Ad Hoc Re...	Int
Lord of the Two Rivers	Spanish	Full Day	27-Apr-20	2018 NEG 0...	MARQUEZ J...	89461	Completed	N	42

If there are no assignments that can be invoiced, or you have just prepared an invoice, the Billable Invoices (Grid) subtab will be empty.



List Of Invoices for Submission (Layout)

Billable Invoices (Grid)- AYBARAP | List Of Interpreters - Ready (Grid)

Search Enter search text here... Prepare Invoice

Interpreter/Compa...	Language	Billable unit	Hearing...	Case No	Case Capti...	Implement...	Status	Ad Hoc Re...	Int
----------------------	----------	---------------	------------	---------	---------------	--------------	--------	--------------	-----

no data found



In order to see your invoices, you will need to switch to the List of Interpreters – Ready (Grid) subtab and select your name. **After you prepare an invoice, WITS should do this automatically.**

Interpreter...	First Name	Last Name	Company	Email	Work Phone	Home Pho...	Address 1	Address 2	City
Lord of the ...			Lord of the ...	ian.schlie@...			1 Manor Ho...		Emond's

The List of Invoices (Grid) window pane on the upper right will populate with invoice information.

Interpreter/Compa...	Control No	Invoice ...	Invoice Sta...	Invoice Date	Created Da...	Createdby	Modifiedby
Lord of the Two Rivers	56748	\$400.00	Ready	29-Apr-20	29-Apr-20	Aybara,Perrin	Aybara,Perrin

This pane will list every invoice that you have ever generated and its status. There are six statuses: Ready, Submitted, Returned, Approved, Authorized, and Paid. Ready denotes that an invoice has been prepared but not submitted. Submitted denotes that an invoice has been sent to OCIS for approval. Returned denotes that an invoice was rejected



because it contained an error; if an OCIS staff member returns an invoice, they will contact you directly to explain the issue. Approved denotes that an OCIS staff member has approved the invoice and sent it to the Language Access Coordinator. Authorized denotes that the Language Access Coordinator has approved the invoice for inclusion in the weekly invoice file. Paid denotes that the Language Access Coordinator has delivered the invoice to the Budget and Finance Division for payment.

***Note:** The Paid status does not indicate that the Budget and Finance division has successfully processed an invoice. If one of your invoices is in Paid status but your bank account does not indicate that a matching transfer occurred, please contact OCIS for further information.

As with all of the panes in the Invoice Window, you can increase the number of entries shown, and see additional pages of data, by using the navigation bar on the bottom of each pane

Navigation bar showing: Page 1 of 11 | Show 15 | 1 - 15 of 159

***Note:** It may take 30 days for payments to clear your bank account after the invoice enters Paid status. Please be patient.

***Note:** In order to receive payment, you must have an active account at www.sam.gov, and the information in SAM must match OCIS records. If you move, start a new business, or allow your SAM account to lapse, please contact OCIS staff immediately.

In order for OCIS staff to approve your invoice, you must submit the invoice. You can see details of the invoice in the Workflow & History (Layout) pane in the bottom of the screen after selecting the invoice in the List of Invoices (Grid) pane.

Workflow & History (Layout)

Invoice Details (Grid)

Invoice History (Grid)

Search

Enter search text here...

Add Invoice Detail

Submit

Interpreter/Compa...	Language	Billable Unit	Hearing Date/ Billing Start	Billing End	Amount	Charge Type	Upload Rec...	Note	RE	Invoice Id
Lord of the Two Rivers	Spanish	Full Day	27-Apr-2020 14:55	27-Apr-2020 14:55	\$400.00	Interpreter Services			N	14224

Each assignment will be listed in a separate row. For overtime or hourly assignments, each hour will receive its own row.

To see the entire history of an invoice, including when it was prepared, submitted, approved, authorized, or paid, you should select the second subtab on the Workflow & History (Layout) pane.



WorkFlow & History (Layout)

Invoice Details (Grid)

Invoice History (Grid)

This will display the history of the invoice in chronological order.

Workflow & History (Layout)

Invoice Details (Grid)

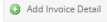
Invoice History (Grid)

Search 

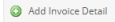
Enter search text here...  

Control No	INVOICE_ID	Status	Creates Date	Invoice Date	Invoice Am...	Created By
56727	14203	AUTHORIZE...	21-Apr-20	20-Apr-20	1950.00	Ruiz,Sharon
56727	14203	APPROVED	21-Apr-20	20-Apr-20	1950.00	Ruiz,Sharon
56727	14203	SUBMITTED	20-Apr-20	20-Apr-20	1950.00	Abeba,Berh...

If the invoice is correct, you click the  button. Once you have done so, you will not be able to make any changes to the invoice.

Generally, you should not make any adjustment to the invoice, and you should not use the  button unless authorized to do so by OCIS staff. If there are any errors, you should contact OCIS staff; please do not attempt to correct errors yourself.

Under rare circumstances, OCIS may grant you the right to expense other costs, such as mileage, parking, per diem, or transportation. If you have been afforded this right, a receipt is required, and you should first create an electronic copy of the receipt accessible as a file on your computer to be uploaded.

To create the new assignment row for entering other costs, click the  button.

Workflow & History (Layout)

Invoice Details (Grid)

Invoice History (Grid)

Search

Enter search text here...

Add Invoice Detail

Submit

Delete

Update

Interpreter/Compa...	Language	Billable Unit	Hearing Date/ Billing Start	Billing End	Amount	Charge Type	Upload Rec...	Note	RE	Invoice Id
Lord of the Two Rivers	Spanish	Hourly	22-Apr-2020 14:28	22-Apr-2020 14:28	\$57.00	Interpreter Services			Y	14225
Lord of the Two Rivers	Spanish	NA	22-Apr-2020 14:28	22-Apr-2020 16:08	\$0.00	Interpreter Services			Y	14225
Lord of the Two Rivers	Spanish	Overtime	22-Apr-2020 16:08	22-Apr-2020 16:08	\$57.00	Interpreter Services			Y	14225



Select the appropriate expense type from the drop-down menu under the Billable Unit column. Enter the expense as a number in the Amount column.

Search

Enter search text here...

Add Invoice Detail

Submit

Update

Interpreter/Comp	Language	Billable Unit	Hearing Date/ Billing Start	Billing End	Amount	Charge Type	Upload Rec...	Note	RE	Invoice Id
Elming,Basnaald	Spanish	Mileage	20-Jan-2026 14:44	20-Jan-2026 14:44	\$35.45	Interpreter Services			Y	21153
Elming,Basnaald	Spanish	Full Day	20-Jan-2026 14:44	20-Jan-2026 14:44	\$566.00	Interpreter Services			N	21153

Upload the receipt using the Upload Receipt icon. WITS will open the Upload Documents pop-up window. Select a document type from the Document Type drop-down menu, select a document by clicking the Choose File button and identifying the receipt, and click the Upload File button. When finished, close the Upload Documents window.

Upload Documents

Interpreter Name

Elming

Document Type

Select Document

Choose File

No file chosen

Upload File

Invoice Ida

38337

Upload Document

Date Uploaded	Uploaded By	Document Type	File Name	WIS Document	Remove
02/02/2026	ELMINGB	Receipt	Notification Test.pdf	Download	

1 - 1

Once you have entered all required data into the assignment row, click the Update to save the entry.

*Note: If you ever hit the Add Invoice Detail by mistake, you can remove it by using the Delete button.

5 Logging Off

This chapter will explain how to log off the WITS application. For security reasons, you should log off after completing your WITS-related activities and close your browser. Logging off is done by clicking on the Logout button located next to your username at the top right of the screen.



After logging off, the user should see the WITS Login Screen.

6 The Front Office Terminal

The front office terminal is no longer in use. This section is preserved in the event that OCIS revives the terminal for use in the future.