



MISSOURI JUDICIAL BRANCH

Bench Card: Remote Interpreting

WHO IS ENTITLED TO A FOREIGN LANGUAGE INTERPRETER?

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HOW DO I SCHEDULE AN INTERPRETER FOR MY COURT?

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OATH OF INTERPRETATION?

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HOW DO I SCHEDULE AN INTERPRETER FOR MY REMOTE HEARING?

Your court's limited English proficiency coordinator, court administrator or clerk is responsible for scheduling interpreters for your remote hearing.

Invites and proper notices should be delivered to all parties regarding the remote hearing procedures and expectations.

WILL I USE CONSECUTIVE OR SIMULTANEOUS INTERPRETING?

Consecutive

May be used if interpreter is located offsite or in courtroom. Every participant joins virtually, including the interpreter.

In this interpreting mode, it is necessary that each participant knows that interpreting will be done consecutively and everybody needs to make pauses

every couple of sentences so the interpreter can give the rendition of what is being said (source language) into the other language (target language).

Simultaneous

May be used if interpreter is located offsite or in courtroom. This method tends to make things smoother and faster when most of the hearing involves the Judge and attorneys talking, for longer hearings and bench trials or if the Limited English Person (LEP) is not in custody.

WebEx provides a special feature for interpreting simultaneously.

Instructions on how to schedule hearing using simultaneous interpreting:

- Schedule a **WebEx hearing**
- In the WebEx scheduling window, choose **"Show Advanced Options"**
- Select **"Scheduling Options"**
- Under Interpretation, select **"Enable Simultaneous Interpretation"**
- Select **"Assign Interpreters"**
- Select language need for interpretation
- Add interpreter(s) necessary. You may add more than one interpreter and more than one language for the same hearing.

During the hearing, a globe symbol at the bottom left hand corner of screen will appear. The interpreter will be able to control the sound of the English and foreign language during the meeting.

Limitation

Simultaneous mode is NOT available in personal meeting rooms at this time.

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WILL THE ATTORNEY AND LEP NEED TO MEET BEFORE OR DURING THE REMOTE HEARING?

At this time, break-out rooms are not available for a hearing scheduled in simultaneous interpreting mode.

Two options are available to allow confidential communications between attorney, LEP and interpreter:

- Attorney, LEP and interpreter may set up a separate meeting to communicate prior to or during a hearing using secondary devices, or
- Allow the interpreter to use the volume control in the hearing set up in simultaneous mode to silence the sound from the additional participants in the hearing.

HOW CAN I FACILITATE COMMUNICATION IN AN INTREPRETED PROCEEDING?

- Recognize that court proceedings can be confusing and intimidating for a limited English proficient individual since other countries' legal systems and concepts often vary from those of the United States.
- Advise everyone in the courtroom of the presence and role of the interpreter.
- Instruct all participants to speak loudly and clearly and allow only one person to speak at a time.
- Speak directly to the party or witness, not to the interpreter. Do not ask the interpreter to explain or restate anything said by the party. Always direct the interpreter to interpret in the first person in order for the record to be accurate.

- The interpreter is constantly working to convey all questions, answers and courtroom dialogue. Advise the interpreter to notify the court when breaks are needed.
- In order to reduce interpreter fatigue and maintain accuracy of the interpretation, schedule two interpreters for an event scheduled for more than two hours.

THE INTERPRETER'S ROLE

According to the Code of Professional Responsibility for Interpreters in the Missouri Court System, interpreters are officers of the court. They help assure that LEPs may enjoy equal access to justice and that court proceedings and court support services function efficiently and effectively. Interpreters are highly skilled professionals who fulfill an essential role in the administration of justice

To assure that all participants understand the role of the interpreter, consider reading the following language at the start of the court proceeding:

"I want you to understand the role of the interpreter. The court interpreter is a neutral party who is here only to interpret the proceedings and facilitate communication. The interpreter will interpret only what is said without adding, omitting or summarizing anything. The interpreter will interpret everything that is said in this courtroom."

For more information, contact:

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