

Interpreter Event Checklist

Use the following checklist to ensure that the VRI equipment is working and ready.

- Make sure your equipment is turned on and operational before the scheduled test.
- Be ready to answer when the courtroom equipment operator initiates the equipment test.
- Check that your location and the courtroom sites are suitable for videography: adequate lighting, no distracting background noises or objects.
- Adjust your equipment for clear picture and sound on all incoming and outgoing signals and devices.
- Stand by for the judicial officer to request interpretation or call the hearing to order.
- Assist the judicial officer as needed to affirm visibility and audibility for the court user and interpreter.
- Be sure the judicial officer establishes consent on the record for use of a remote interpreter. If the judicial officer does not establish consent prior to a proceeding, the interpreter should remind the judge to establish consent on the record.
- Inform the judicial officer immediately if there are any technical difficulties.
- Remain in place until the judicial officer releases you from service.
- If appropriate, provide further assistance to the LEP court user or other court staff, including providing further interpretation or sight translation as needed (for example, at a cashier window or clerk's counter).
- Complete any necessary paperwork or evaluation forms requested by the court, including the Interpreter Event Survey, after each VRI event and submit it to the interpreter coordinator.
- Disconnect your equipment and secure it, as applicable.