

Case: \_\_\_\_\_ vs. \_\_\_\_\_ Case # \_\_\_\_\_  
 Criminal  Civil  Juvenile  Municipal  
 Plea  Jury Trial  Bench Trial

Assignment Information				Request # _____
Date		Time		Type of Assignment
Address				
Court			Judge	
Point in process				

Assignment Information				Request # _____
Date		Time		Type of Assignment
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Court			Judge	

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Date		Time		Type of Assignment
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Court			Judge	

Assignment Information				Request # _____
Date		Time		Type of Assignment
Address				
Court			Judge	

Contact Information			
Role	Name	Phone #	Address
Judge			
Court Clerk			
Judge Sect'y			
D.A./Plaintiff			
Defense/Resp			
Guardian AL			

Interpreting Team		
Role	Interpreter	Best Contact

Roles: PI = Proceedings, CDI = Deaf interpreter, TI = Table Interpreter, DA = Investigative

Comments: \_\_\_\_\_

**Participant Information - Obtain addresses for those you expect to take the stand**

Role	Name	Deaf?	Address

Role = Defendant/Respondent, Witness/Victim, Plaintiff, Child, Juvenile, Parent, etc

Communication Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Disclosures: \_\_\_\_\_  
 \_\_\_\_\_

**Previous Interpreting Teams & Assignments**

Type	Role	Interpreter	Best Contact

Roles: PI = Proceedings, CDI = Deaf interpreter, TI = Table Interpreter, DA = Investigative

Comments: \_\_\_\_\_  
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**Checklist (indicate Article & Section of case law, dates of contact, etc.)**

- |  |   |
|--|---|
| <input type="checkbox"/> Reference Case Law _____      | <input type="checkbox"/> Reference Case Law _____       |
| <input type="checkbox"/> Reference Case Law _____      | <input type="checkbox"/> Reference Case Law _____       |
| <input type="checkbox"/> Initial w/ clerk _____        | <input type="checkbox"/> Follow up w/ clerk _____       |
| <input type="checkbox"/> Initial w/ Defense Atty _____ | <input type="checkbox"/> Follow up w/ Defense _____     |
| <input type="checkbox"/> Initial w/ Prosecution _____  | <input type="checkbox"/> Follow up w/ Prosecution _____ |
| <input type="checkbox"/> Initial w/ Court _____        | <input type="checkbox"/> Follow up w/ Court _____       |
| <input type="checkbox"/> Mtg w/ Deaf _____             | <input type="checkbox"/> Prep w/ Previous terps _____   |
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| <input type="checkbox"/> Mtg w/ Deaf _____             | <input type="checkbox"/> Prep w/ Previous terps _____   |
| <input type="checkbox"/> Mtg w/ Deaf _____             | <input type="checkbox"/> Prep w/ Previous terps _____   |
| <input type="checkbox"/> Team Mtg _____                | <input type="checkbox"/> Team Mtg _____                 |

**CLERK CONTACT & FOLLOW UP INFORMATION**

Charge(s)

\_\_\_\_\_  
\_\_\_\_\_  
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Law Reference(s)

Elements of the Crime  
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Date(s) of Incident(s)

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Location(s)

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History of the Case

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How many interpreters will be used \_\_\_\_\_

**PREPARATION WITH DEFENSE/RESPONDENT ATTORNEY & FOLLOW UP INFO**

- Phone call date \_\_\_\_\_
- Meeting date \_\_\_\_\_

- Where is the client now? Jail? Bond?
- Witnesses expected to be called

- Case theory/strategy

- Motions intended to be argued

- Details of the case

- Visual evidence/exhibits

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**Discussion Points**

- Meet w/ Deaf participants (w/atty present)
- Prep w/ both attorneys and why
- Prep w/ TI interpreter(s)
- Prep w/ previous interpreters
- Consecutive Interpreting/Cues
- Objections and uninterpreted information
- Speak in 1<sup>st</sup> person for deaf; 3<sup>rd</sup> for terp

- Role of PI
- Role of TI
- Role of CDI
- Role of Monitor
- Expert witness reports
- Unsigned information (oath, bench conf.)
- Copy of Jury Instructions

**PREPARATION WITH PROSECUTOR/PLAINTIFF ATTORNEY & FOLLOW UP INFO**

- Phone call date \_\_\_\_\_
- Meeting date \_\_\_\_\_

Name: \_\_\_\_\_  
 Name: \_\_\_\_\_

- Where is the client now? Jail? Bond?
- Witnesses expected to be called

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- Case theory/strategy

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- Motions intended to be argued

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- Details of the case

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- Visual evidence/exhibits

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**Discussion Points**

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- Role of PI
- Role of TI
- Role of CDI
- Role of Monitor
- Expert witness reports
- Unsigned information (oath, bench conf.)
- Copy of Jury Instructions



**INTERPRETING TEAM CONTACT & FOLLOW UP INFORMATION**

- Meeting date \_\_\_\_\_
- Meeting date \_\_\_\_\_
- Meeting date \_\_\_\_\_

Working styles/teamwork/cues

Protocol

Roles

Prep done and what is needed  
who will take responsibility

Disclosures

Schedule considerations

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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**Discussion Points**

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**PREPARATION WITH THE COURT & FOLLOW UP INFORMATION**

- Meeting date \_\_\_\_\_
- Meeting date \_\_\_\_\_

**Discussion Points**

- Introduce Self & Team
- Reason for meeting – preserve integrity
- Court’s experience w/ interpreters
- Roles – PI, TI, DA, CDI, Witness terps, audience terps, officer of the court, monitor terps
- Map of court room and positioning
- Process – oath, Voir Dire, Disclosures
- Uninterpreted information – oath, bench
- Audience instructions uninterpreted info
- Require Court Certified Interpreter
- Process – verbatim, ambiguous interpretation longer/shorter speaking in 1<sup>st</sup> person for deaf speaking in 3<sup>rd</sup> person for terp to keep record clear
- Process – CDI
- Instructions to the Jury
- Process – controlling speed of information
- Process – consecutive vs simultaneous
- No private negotiations w/ deaf Cues for consecutive interpreting
- Need for prep w/ deaf, attys, terps
- Objections and uninterpreted testimony
- Private discussions at bench or counsel table not interpreted

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- Team interpreting – accuracy, fatigue, switching, breaks, feeding from team
- Correcting errors, role of monitor
- How to handle distractions from deaf audience
- Screen for privacy
- Interpreters notes and props (clock, calendar, maps, etc.)

**HAVE READY**

- Oath
- Court Certification for all Interpreters
- Map of Court room and positions
- Jury Instructions

**WRAP UP**

- What Interpreters will do
- What Attorneys will do
- What Court will do
- Scheduling Considerations

**FOLLOW UP**

- Written summary of meetings
- Thank you, etc.

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**PREPARATION WITH DEAF PARTICIPANTS & FOLLOW UP INFORMATION**

Name: \_\_\_\_\_  
Meeting date \_\_\_\_\_

- Interview topics
- General family Questions
  - Educational Background
  - Community Affiliations
  - Current events (popular culture)
  - Deaf community current events

Notes

**Discussion Points**

- Difference court & community interpreting
- Must interpret everything
- Team Interpreting process
- Consecutive interpreting
- Testimony – objections – uninterp info
- Disclosures

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- Introduce team
- Roles of interpreters (PI, TI, monitor)
- No private negotiations (incl. Clarifications)
- Process for clarifications, errors
- Uninterpreted info (oath, bench conf)
- Interpreter will prep w/ attys, court, terps
- Interpreter addressing the court/the Record

Name: \_\_\_\_\_  
Meeting date \_\_\_\_\_

- Interview topics
- General family Questions
  - Educational Background
  - Community Affiliations
  - Current events (popular culture)
  - Deaf community current events

Notes

**Discussion Points**

- Difference court & community interpreting
- Must interpret everything
- Team Interpreting process
- Consecutive interpreting
- Testimony – objections – uninterp info
- Disclosures

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- Introduce team
- Roles of interpreters (PI, TI, monitor)
- No private negotiations (incl. Clarifications)
- Process for clarifications, errors
- Uninterpreted info (oath, bench conf)
- Interpreter will prep w/ attys, court, terps
- Interpreter addressing the court/the Record