

Prep Worksheet

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	
Address					
Court			Judge		

Assignment Information Request # _____

Date		Time		Type of Assignment	
Address					
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	Phone #

Roles: PI = Proceedings, CDI = Deaf interpreter, DI = Counsel Table, DA = Investigative

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Comments: _____

Participant Information

Role	Name	Deaf?	Address

Role = Defendant/Respondant, Witness/Victim, Plaintiff, Child, Juvenile, Parent, etc
Obtain addresses for those you expect to take the stand

Communication Comments: _____

Disclosures: _____

Previous Interpreting Teams

Type of Assignment	Role	Interpreter	Contact Info

Roles: PI = Proceedings, CDI = Deaf interpreter, DI = Counsel Table, DA = Investigative

Comments: _____

Checklist (indicate Article & Section of case law, dates of contact, etc.)

- Reference Case Law _____
- Reference Case Law _____
- Initial w/ clerk _____
- Initial w/ Defense Atty _____
- Initial w/ Prosecution _____
- Initial w/ Court _____
- Mtg w/ Deaf _____
- Mtg w/ Deaf _____

- Reference Case Law _____
- Reference Case Law _____
- Follow up w/ clerk _____
- Follow up w/ Defense _____
- Follow up w/ Prosecution _____
- Follow up w/ Court _____
- Prep w/ Previous terps _____
- Prep w/ Previous terps _____

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- Mtg w/ Deaf _____
- Mtg w/ Deaf _____
- Team Mtg _____

- Prep w/ Previous terps _____
- Prep w/ Previous terps _____
- Team Mtg _____

Clerk Contact

Charge(s)

Law Reference(s)

Date(s) of Incident(s)

Location(s)

History of the Case

How many interpreters will be used _____

Follow up Information

Elements of the Crime

Prep w/ Defense/Respondant Attorney

- Phone call date _____
- Meeting date _____
- Where is the client now? Jail? Bond?
- Witnesses expected to be called

- Case theory/strategy
(what is your case about?)
- Motions intended to be argued

- Details of the case

- Visual evidence/exhibits

Follow up Information

- _____
- _____
- _____
- _____
- _____

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- _____
- _____

Discussion Points

- Meet w/ Deaf participants (w/atty present)
- Role of PI

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- Prep w/ both attorneys and why
- Prep w/ ~~DI~~ and DA interpreters
- Prep w/ previous interpreters
- Consecutive Interpreting/Cues
- Objections and uninterpreted information
- Speak in 1st person for deaf; 3rd for terp

- Role of ~~DI~~/DA
- Role of CDI
- Role of Monitor
- Expert witness reports
- Unsigned information (oath, bench conf.)
- Copy of Jury Instructions

Prep w/ Prosecutor/Plaintiff Attorney

- 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

Follow up Information

Name: _____
 Name: _____

- _____

- _____

- _____

- _____

Discussion Points

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- | | |
|---|---|
| <input type="checkbox"/> Meet w/ Deaf participants (w/atty present) | <input type="checkbox"/> Role of PI |
| <input type="checkbox"/> Prep w/ both attorneys and why | <input type="checkbox"/> Role of DI/DA |
| <input type="checkbox"/> Prep w/ DI and DA interpreters | <input type="checkbox"/> Role of CDI |
| <input type="checkbox"/> Prep w/ previous interpreters | <input type="checkbox"/> Role of Monitor |
| <input type="checkbox"/> Consecutive Interpreting/Cues | <input type="checkbox"/> Expert witness reports |
| <input type="checkbox"/> Objections and uninterpreted information | <input type="checkbox"/> Unsigned information (oath, bench conf.) |
| <input type="checkbox"/> Speak in 1 st person for deaf; 3 rd for terp | <input type="checkbox"/> Copy of Jury Instructions |

Document Prep

	Follow up Information
<input type="checkbox"/> Clerk file Review date _____	
<input type="checkbox"/> Defense file date _____	
<input type="checkbox"/> Prosecution file date _____	
<input type="checkbox"/> Court File	<input type="checkbox"/> _____
<input type="checkbox"/> Details of the Complaint	<input type="checkbox"/> _____ _____ _____ _____
<input type="checkbox"/> Defense/Respondant File	<input type="checkbox"/> _____ _____ _____ _____
<input type="checkbox"/> Details of the Complaint	
<input type="checkbox"/> History of the case	<input type="checkbox"/> _____ _____ _____ _____
<input type="checkbox"/> Prosecution/Plaintiff File	<input type="checkbox"/> _____ _____ _____ _____
<input type="checkbox"/> Details of the Complaint	
<input type="checkbox"/> History of the case	<input type="checkbox"/> _____ _____ _____ _____
<input type="checkbox"/> Visual evidence/exhibits	<input type="checkbox"/> _____ _____

Interpreting Team Contact

- Meeting date _____
- Meeting date _____
- Meeting date _____

Working styles/teamwork/cues

Protocol

Roles

Prep done and what is needed
who will take responsibility

Disclosures

Follow up Information

Name: _____
Name: _____
Name: _____

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Schedule considerations

Discussion Points

Prep with Prior Interpreters

Contact date _____
 Linguistic Information/Signing styles

Name signs/location signs

Non-standard signs specific to the case

Follow up Information

Name _____

Contact date _____
 Linguistic Information/Signing styles

Name signs/location signs

Non-standard signs specific to the case

Name _____

Contact date _____
 Linguistic Information/Signing styles

Name signs/location signs

Name _____

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Non-standard signs specific to the case

Discussion Points

Prep w/ Court

- Meeting date _____
- Meeting date _____

Discussion Points

- Introduce Self & Team
- Reason for meeting – preserve integrity
- Court's experience w/ interpreters
- Roles – PI, ~~PI~~, 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 1st person for deaf speaking in 3rd 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

Follow up Information

- 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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Prep w/ Deaf Participants

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

Follow up Information

- Introduce team
- Roles of interpreters (PI, DI, 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

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Current events (popular culture)
Deaf community current events

Notes

_____ _____

Discussion Points

- Difference court & community interpreting
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- Team Interpreting process
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