

Tips for Interpreters - Telephone Remote Interpreting



You have been asked to interpret during a hearing that is being held remotely, which means some or all of the participants will be joining the hearing using a telephone connection.

You must interpret consecutively.

(If you are told the hearing location is equipped with Distance Court Interpreting (DCI) technology, then you can interpret simultaneously and the scheduler will give you instructions on using DCI in advance. DCI resources are listed below.)

- You will be given a phone number to call at a specific time using your personal phone, **or**,
- The court has been given your phone number and will call you at a specific time.

Be sure you are in a quiet location where you cannot be interrupted and no one else can hear you. Put your phone on speaker mode and adjust the volume so you can hear clearly. With your phone on speaker mode, your hands will be free and you will be able to take notes, which is very important.

Once you have connected to the hearing using a telephone, **let the court know you are on the phone**. This makes sure everyone can hear you and you can hear everyone else. Identify yourself as the (language) interpreter, state your name and qualification: certified, rostered, or off-roster. The judge will begin the hearing by reading a script that includes instructions for everyone to speak slowly and pause frequently to allow the interpreter time to interpret.

Be assertive. You might need to interrupt the hearing if participants, including the judge, are not pausing to let you interpret, or they are talking too fast, or if more than one person is talking at a time. “Your honor, the interpreter requests (state whatever you need to do your best job)”.

Do not hang up until the hearing has ended and all others have disconnected.

DCI Resources:

[Video - How to Interpret Using Distance Court Interpreting \(DCI\) Technology](#)

DCI Channel Card

Press dial pad numbers:

Mode 1 – To Talk to LEP (Limited English Proficient) party

Mode 2 – To Talk to Courtroom

Note: The interpreter will be able to hear the courtroom at all times. Make sure to pause briefly for the beep when changing channels.