


Quick Reference Guide – Providing Remote Simultaneous Interpretation

The Minnesota Judicial Branch uses several tools to provide remote, consecutive interpretation in remote court hearings: Zoom, ITV, and telephone. Of these, only Zoom is also capable of accommodating simultaneous interpretation. Zoom provides separate audio channels for the interpreter and the non-English speaker to communicate. The interpreter toggles between one channel to speak with those in the remote courtroom and another to interpret and speak with the non-English speaker. While in that channel, interpreters can hear the remote courtroom audio.

Follow these instructions to provide simultaneous interpretation in a remote hearing.

 To provide simultaneous interpretation in Zoom, you *must* join through a web browser on a computer or smart phone. You can't join by audio only or using a Chromebook.

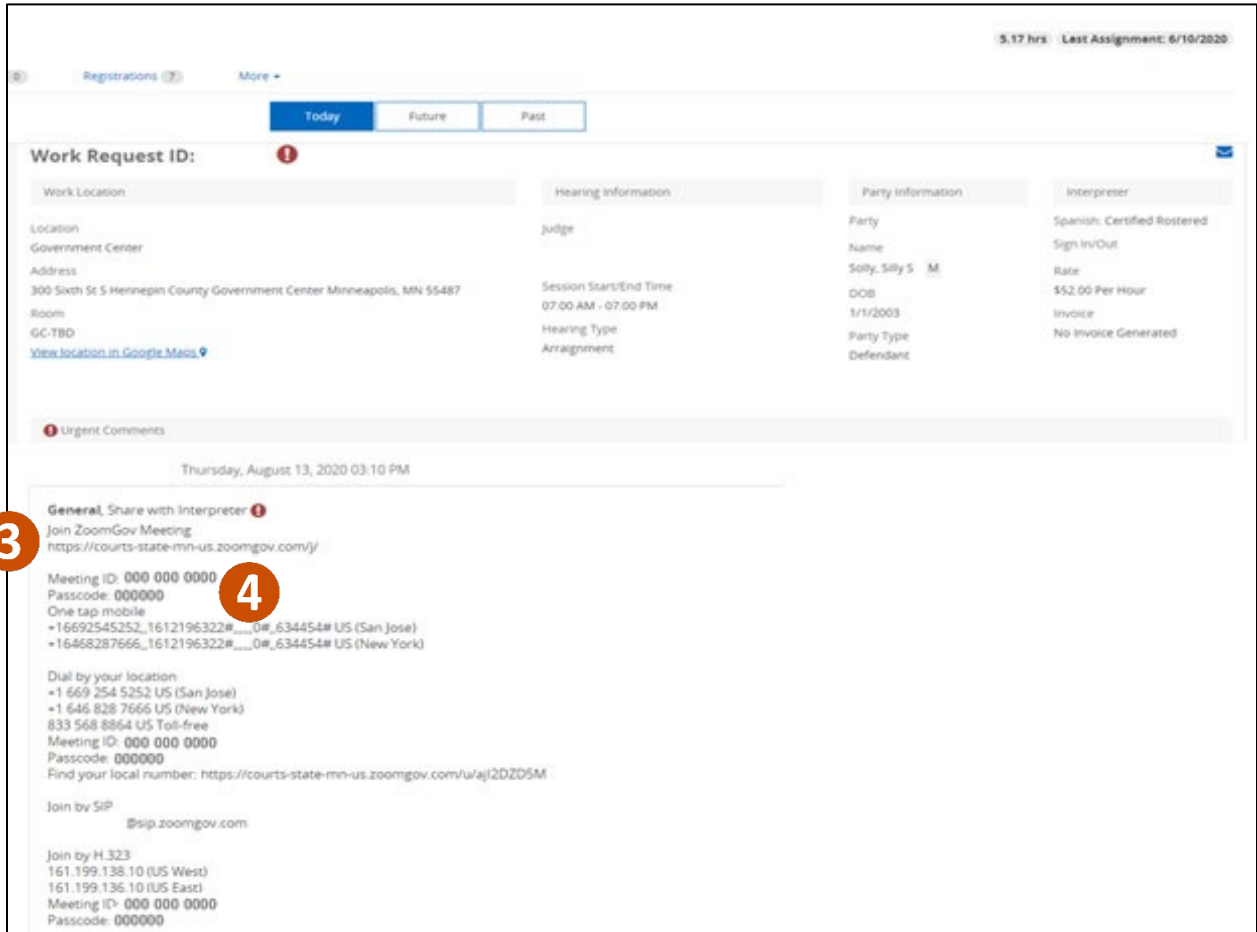
Join the hearing

1. Locate the joining instructions in the IRMA work request's High Priority Comment field.
2. Click the High Priority Comment indicator to jump to the work request details page.

The screenshot displays the IRMA dashboard with a calendar view for July 20, 2020. A red box highlights the assignment details for 'Spanish, Government Center' on Monday, July 20, from 2:00 PM to 4:00 PM. A red arrow points from the 'High Priority Comment' icon in the assignment list to the details view. The details view shows the start time (2:00 PM), end time (4:00 PM), party name (Solly, Silly S., Defendant), and room (GC-TBD).

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3. Locate the link to join the hearing in the **Urgent Comments** section.
4. Locate the meeting ID and password in the **Urgent Comments** section.



5.17 hrs | Last Assignment: 6/10/2020

Registrations (7) More +

Today Future Past

Work Request ID: ⓘ

| Work Location | Hearing Information | Party Information | Interpreter |
|--|---|---|--|
| <p>Location Government Center</p> <p>Address 300 Sixth St S Hennepin County Government Center Minneapolis, MN 55487</p> <p>Room GC-TBD</p> <p>View location in Google Maps</p> | <p>Judge</p> <p>Session Starts/End Time 07:00 AM - 07:00 PM</p> <p>Hearing Type Arraignment</p> | <p>Party</p> <p>Name Sotly, Silly S M</p> <p>DOB 1/1/2003</p> <p>Party Type Defendant</p> | <p>Spanish: Certified Rostered</p> <p>Sign In/Out</p> <p>Rate \$52.00 Per Hour</p> <p>Invoice No Invoice Generated</p> |

Urgent Comments ⓘ

Thursday, August 13, 2020 03:10 PM

General, Share with Interpreter ⓘ

Join ZoomGov Meeting
<https://courts-state-mn-us.zoomgov.com/j>

Meeting ID: 000 000 0000 **4**
 Passcode: 000000

One tap mobile
 +16692545252,,1612196322#,,,,0#,,634454# US (San Jose)
 +16468287666,,1612196322#,,,,0#,,634454# US (New York)

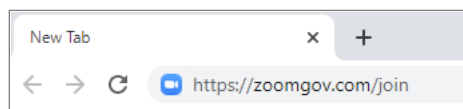
Dial by your location
 +1 669 254 5252 US (San Jose)
 +1 646 828 7666 US (New York)
 833 568 8864 US Toll-free
 Meeting ID: 000 000 0000
 Passcode: 000000
 Find your local number: <https://courts-state-mn-us.zoomgov.com/u/ajl2DZD5M>

Join by SIP
 @sip.zoomgov.com

Join by H.323
 161.199.138.10 (US West)
 161.199.136.10 (US East)
 Meeting ID: 000 000 0000
 Passcode: 000000

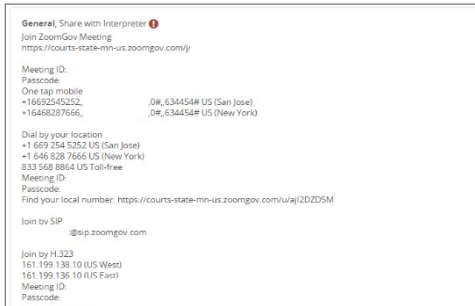
Join with meeting ID and password

1. Install the Zoom Client for Meetings app from zoom.us/download. If you don't do this before the hearing, Zoom will ask you to install it as you join, which may make you late.
2. Paste <https://zoomgov.com/join> in your browser's address bar.

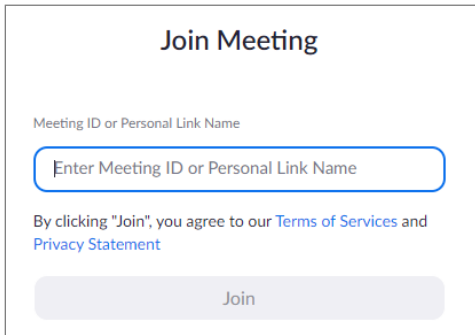


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3. Locate the Meeting ID and Password in the Comments of the IRMA work request.



4. Type the meeting ID from the hearing notice.

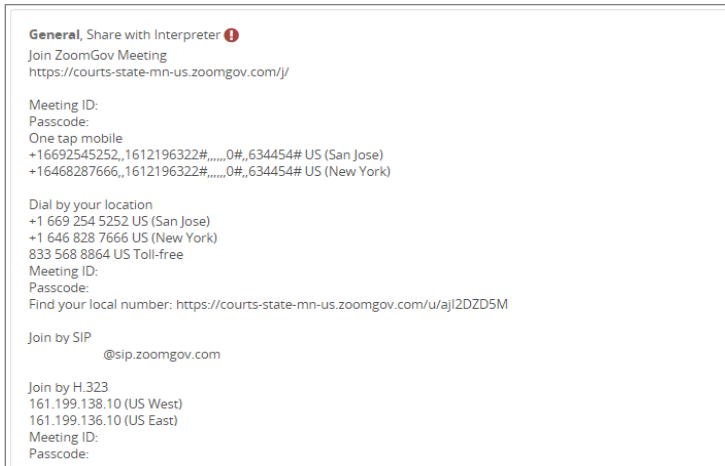


5. Type your name and "Interpreter."
6. Click Join.
7. Type the meeting password or passcode from the hearing invitation.
8. Click Join Meeting.

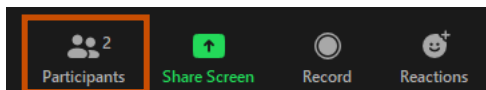
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Join with meeting link

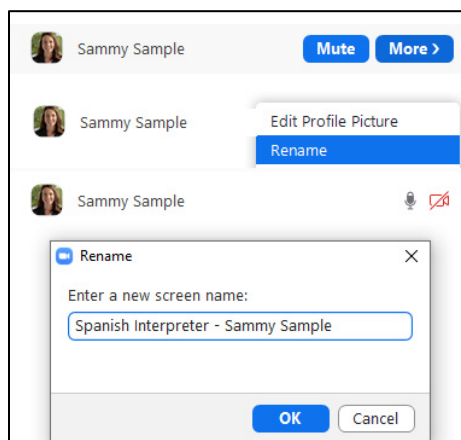
1. Click the link below Join ZoomGov Meeting or type it into your web browser’s address bar.



2. Identify yourself as an interpreter
3. If you didn’t add “interpreter” to your name when signing in, do it once you’re in the hearing.
4. Click Participants.



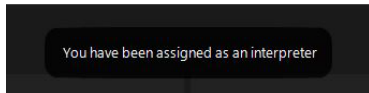
5. Click your name.
6. Click More.
7. Select Rename.
8. Add “[Language] Interpreter” before your name.
9. Click OK.



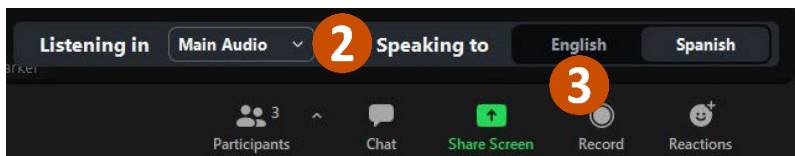
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Provide simultaneous interpretation

1. Watch for the message at the top of the Zoom screen letting you know you've been assigned as an interpreter in the hearing.



2. By default, you will be listening in Main Audio and speaking to the target language (e.g., Spanish). The court may ask you to use the Spanish channel if the target language isn't available as a channel option.
3. Select English to speak with the court.



The language channels don't operate in Zoom breakout rooms. If you are providing interpretation between an attorney and client in a breakout room, please use consecutive interpretation instead. When you leave the breakout room, you can again switch between language channels to communicate with the court and the non-English speaker.