

# Tips for the Hearing

## Before

- ❑ Establish connections between the courtroom and interpreter station.
- ❑ Make sure you are positioned properly in front of the camera. (Check video frame. Face, shoulders and chest should be in the frame.)
- ❑ Check the sound from all mics.
- ❑ Check video feeds. Can the interpreter see the courtroom, and can the courtroom see the interpreter?
- ❑ Move the camera for visibility and in order to manage communication (using common phrases, like “your honor, the interpreter needs a moment.”).
- ❑ Make sure you have all necessary documents before the VRI event.

## During

- ❑ Constantly check to verify the LEP has clear visual and audio access.
- ❑ Ask the LEP court user repeatedly:  
Can you hear me clearly?  
Can you see me clearly?
- ❑ Use hand signals with the judicial officer to communicate and get his or her attention.

## After

- ❑ Make sure you complete any necessary paperwork after the hearing.
- ❑ If appropriate, work out with the interpreter coordinator any paperwork to ensure that you are properly paid for the VRI interpreting session.
- ❑ After the appearance, make sure you are able to accept any e-mail attachments that contain any information that you must sign, such as a minute order.
- ❑ 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).
- ❑ Make sure that you complete the Interpreter Event Survey after each VRI event and turn it in to the court interpreter coordinator.