

# Court Interpreter's Checklist:

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<b>DO:</b> Confirm your assignment a day or two prior to the appearance.	<b>DON'T:</b> Appear for an assignment that you have not been scheduled for by court personnel, or delegate assignments to someone else.
<b>DO:</b> Arrive on time.	<b>DON'T:</b> Arrive late – the court should not be delayed due to your tardiness.
<b>DO:</b> Expect to go through a security check.	<b>DON'T:</b> Ask to be exempt from a security check.
<b>DO:</b> Dress in business attire.	<b>DON'T:</b> Wear jeans, sneakers or casual attire.
<b>DO:</b> Ask the court's permission to introduce yourself to the party as the interpreter; if you have prior knowledge of the person or the case, disclose it to the judge at this time.	<b>DON'T:</b> Speak with the parties without informing the court.
<b>DO:</b> Interpret in the first person – as the voice of the party.	<b>DON'T:</b> Preface your interpretation with "She said or he said."
<b>DO:</b> Interpret in the <i>consecutive</i> mode when the party is at the witness stand.	<b>DON'T:</b> Interpret in the <i>simultaneous</i> mode when the party is at the witness stand.
<b>DO:</b> Interpret in the <i>simultaneous</i> mode when the party is at one of the tables or in the audience.	<b>DON'T:</b> Interpret in the <i>consecutive</i> mode when the party is at one of the tables or in the audience.
<b>DO:</b> Interpret faithfully and accurately with full awareness of register. Advise the court if no direct interpretation exists for a particular term or concept.	<b>DON'T:</b> Summarize, explain, clean-up, change, or simplify statements.
<b>DO:</b> Maintain confidentiality.	<b>DON'T:</b> Speak with anyone about a case for which you are the interpreter.
<b>DO:</b> Take notes to help accurately interpret numbers, names or addresses.	<b>DON'T:</b> Keep any notes – they must be destroyed once you have completed the assignment.
<b>DO:</b> Avoid undue contact with the party – seek the assistance of court staff.	<b>DON'T:</b> Give advice, opinions or engage in private conversations.
<b>DO:</b> Consult with the supervisor or court personnel about any adjournments or future interpreting needs that are mentioned during the proceeding.	<b>DON'T:</b> Accept any adjournments or future assignments while in court – the supervisor who called you should confirm all interpreting assignments.
<b>DO:</b> Notify court personnel of any problems or concerns.	<b>DON'T:</b> Try to solve the problems yourself.