Interpreter Checklist

Before the Court Event:

☐ Review and become familiar with this document, Sign Language VRI TIPS and Checklists and related links.

☐ Once confirmed, request the name of the scheduled CDI and appropriate preparation information from the VCIS.

☐ Request the contact info (phone number & email) of the Deaf litigant for a tech test, see below.

☐ Ask name of court staff to direct questions to, if the Deaf litigant has questions about their case (phone number and email address) during tech tests.

☐ Ask court Zoom Host to update Zoom to the latest version (settings).

☐ Consider appropriate staffing for the interpreting team, including an administrative role.

☐ For deaf defendants who are in jail, request that a laptop with camera be set up in a separate room with a staff person from the jail to assist with video setup instead of the video booth, as an ADA accommodation. Request that the laptop be invited to the Zoom hearing instead of the booth.

Tech Test:

☐ Call/text the Deaf litigant and explain and schedule a tech test. *****

☐ Send the invitation to the Deaf litigant, and CDI/ASL interpreters.

☐ If the Deaf litigant does not join at the scheduled time, call/text to give instructions.

☐ **Once on Zoom**, determine who is the Deaf litigant and instruct them to use Gallery view based on what device they are using (computer, tablet, android smartphone, iPhone).
Note: In Zoom, the Deaf litigant(s) and the interpreter(s) control their own video views.

☐ After introductions, the CDI explains their role.

☐ Show and offer practice of Zoom features based on device the litigant will be using:
- Gallery/Speaker View
- Pin
- Multi-Pin
- Deaf litigant pin CDI
- Breakout room
- Waiting room
- Invitation from court

☐ If the Deaf litigant has questions outside the scope of the tech test and interpreting, direct them to contact court staff. Ex:

* If Deaf litigant asks, "Why can't I use VP?"

Answer: NJ courts have very strict rules about who can interpret for court. They will not allow VRS interpreters. The court must be able to put the interpreter's name and credentials on the record for legal reasons (appeals). Requirements include: RID Certified, Listed with DDHH or NJRID, Legal Specialist Certificate or 60 hours of legal training.

On the Day of the Zoom Hearing:

☐ Email the VCIS when you are ready to join the Zoom hearing 2 to 5 minutes before the time the case is scheduled to start.

☐ Join the Zoom hearing. Interpreters should not use virtual backgrounds as they frequently distort the views of the hands and face. Interpreters should have a plain background and should be front-lit.

When in the Virtual Courtroom, Before Judge and Litigants Arrive:

☐ Inquire the name of the Host to direct questions and inform the Host the names of the interpreting team.

☐ Confirm the attorney's names and request they rename themselves to include their role and their name, e.g. Prosecutor, Lisa Jackson.

☐ Once all the interpreters are in the Zoom hearing, offer to answer any questions for the Host and attorneys.

☐ Inform the Host the interpreters are ready for the litigants to be admitted.

When the Litigants Are Admitted:

☐ Ask Host to "Allow to Multi-Pin" for Deaf litigant(s), ASL interpreter(s), and CDI(s) videos.

☐ ASL interpreter should narrate what is happening visually, using their judgment.

☐ CDI(s), Deaf litigant(s) and ASL interpreter(s) set up their video views. Ask Deaf litigant to pin CDI interpreter. Confirm that the litigant only sees the CDI and not the ASL interpreters.

☐ For deaf defendants in jail, ask jail staff to pin the CDI, the judge, the assistant prosecutor, and the defense attorney. The ASL interpreter(s) should not be pinned.

Interpreter Checklist (continued)

- [ ] If the Deaf litigant is not able to see the CDI consistently to receive instructions to pin, ask the Host to spotlight the CDI temporarily. The CDI can then explain to the litigant that the spotlight is on temporarily and how to pin. When that information has been communicated, ask the Host to remove the spotlight.

- [ ] If multi-pinning is not available for the interpreters, ask the Host to Spotlight the CDI. All participants would then have the CDI in the large view unless they chose Gallery View. ASL interpreters need to determine if Spotlight is sufficient access to proceed

- [ ] Verify the views are correct and inform the Host the case is ready to proceed

When the Judge Joins the Hearing:

- [ ] Ask the judge for a few minutes for Deaf litigant to add a pin for the judge.

- [ ] Suggest a view of 4 videos maximum including the CDI, judge, other party/attorneys.

- [ ] Narrate to the judge what you are communicating to the Deaf litigant.

- [ ] Inform the court when interpreter and Deaf litigant are ready to proceed.

- [ ] There will be frequent need to say, "Your Honor, may the interpreters have a moment to complete their interpretation?" Followed by, "Your Honor, the interpretation is complete."

- [ ] If there are video issues during the case, interrupt the court case and inform the court. Ask for time to resolve the issue. Remember to speak in the 3rd person and always address the court, "Your Honor, this is the interpreter speaking…"

- [ ] Indicate to the judge when there is video freezing that it is impeding the interpreting process and ask for time to wait for the screen to unfreeze and repeat interpretation.

- [ ] At the conclusion of the hearing, request that the Host wait for the interpretation to be completed before ending the Zoom hearing.

Minimum Technology Requirements

Devices Recommended:
- Laptop
- iPad OS v13 or later; 11 inch or larger screen

Devices Not Recommended:
- Android Tablet OS   *Multi-pin not supported on Android
- Google Chromebook   *Multi-pin not supported on Android
- Cell Phones *Screen may not be large enough
  - iOS 13 or later   *Screen may not be large enough and multi-pin not supported

Android 8.0x or later   *Multi-pin not supported on Android

Zoom: Latest version

Hardware specifications:
- PC Intel processor – 6th Generation 3.X GHz or faster
- PC AMD processors – Bulldozer series – 3.X GHz or faster
- Mac with Intel 6th Generation processor SKYLAKE or later
- 4GB of RAM or more

Operating systems:
- Windows 10 (32 and 64 bit)
- Mac OS X version 10.10 (Yosemite) or higher, Intel CPU only

Speakers or Headphones

Webcam with Microphone OR integrated camera with microphone

Network:
- 100 MBit NIC or higher
  - High speed broadband Internet access, hardwired strongly encouraged
    - ✓ Minimum of 5 Mbps upstream and 5 Mbps downstream
    - ✓ Speed Test sites: http://openspeedtest.com/ OR http://www.speedtest.net/
- Firewall Ports open
  - Inbound/Outbound TCP: 80, 443, 8801, 8802
  - Inbound/ Outbound UDP: 3478, 3479, 8801 – 8810