

ALTERNATE METHOD

Step 1	Both the interpreter and the person using the interpreter need two devices: one connected to Zoom application and telephone.
Step 2	Ask the host if the court is ready for you to call the party or parties on the telephone and ask for the phone number.
Step 3	Mute yourself on the computer while you call the party or parties. Advise them that you will be the interpreter and not to hang up the phone until told to do so.
Step 4	Turn the volume all the way down on your phone, so you are listening only to the Zoom hearing on your computer.
Step 5	Unmute your computer and inform the Court that you are ready to proceed.
Step 6	Use the phone connection to interpret simultaneously and mute the computer while you are interpreting simultaneously.
Step 7	Unmute your computer when you are interpreting in consecutive mode.

Remember:

- 1) This method is used for simultaneous interpreting when the LEP cannot connect to the Zoom Language Channel or on Teams.
- 2) Use caution when asking for a party's telephone number. In some cases, like DV cases, a plaintiff's phone number should not be stated out loud.
- 3) The party who is using the interpreter must be viewing the Zoom hearing on one device and be connected to the interpreter over the phone. The LEP should never only be connected to the interpreter over the phone.
- 4) Use a Google Voice number or dial *67 before calling the LEP so your number is hidden.

Important: For possible Appeals purposes, all colloquies between an English speaker and a limited English proficient speaker must be interpreted fully in consecutive mode, never in simultaneous mode.