

## TIPS FOR JUDGES

**IMPORTANT NOTE:** Judges who are Hosts/Moderators should also read the [Hosts/Moderators tips document](#). Also available are “[General Tips](#)” on remote interpreting and specific tips for [Interpreters](#).

1. For court proceedings that require spoken language remote interpreting services, staff should coordinate with the Vicinage Coordinator of Interpreting Services (VCIS) and/or staff Interpreters prior to the court event to determine the best option for remote interpreting service:
  - a. Telephone Interpreting (consecutive mode only), or
  - b. Video Remote Interpreting (VRI), either in consecutive mode or in all three modes, consecutive, simultaneous, and sight.
2. *Helpful Hints For Success* for judges from the Language Access Plan, Appendix 9, [Operational Standards for Telephone Interpreting, Manual for Judges](#) include the following:
  - a. Facilitate Compliance with the Interpreter’s Code of Professional Conduct
  - b. Help Ensure that the Interpreter Can Hear and See Everything
  - c. If a Spoken Language is connecting without Video, Be the Interpreter’s Eye
  - d. Control the Flow of Communication

For example, do not allow participants to speak out of turn or over each other not only for interpretation purposes but to preserve clarity of the record. This includes back and forth between judge and attorneys, question/answer, etc. Please allow enough pauses and time for interpreting these. This ensures language access at all times including when a judge has a conversation with an attorney or English speaker. An English speaker would hear that.

**Everything the interpreter hears must be interpreted.**
3. Once the proceeding starts and after swearing in the interpreter and putting the interpreter's appearance in the record, explain the process of remote interpreting to the parties. See the [Remote Interpreting Bench Card](#). For example:
  - a. Confirm with the interpreter how to obtain clarification or missed information; and
  - b. When the interpreter is working only in the consecutive mode, remind participants to speak slowly, clearly, one at a time, and to pause to permit interpretation at the end of sentences or at logical breaks in thought.
4. If you see the interpreter raise his/her hand, the interpreter may need a moment to start interpreting.
5. If the interpreter is trying to get your attention, please check to see if there are any interpreting related issues to be addressed. If the interpreter does not clearly state the problem for the record, please ask for clarification.
6. Be aware that interpreter accuracy and level of fatigue may be impacted when interpreters are used for remote services, particularly when the matter exceeds 30 minutes, hence impacting quality.