

ZOOM INTERPRETATION FEATURE

REFERENCE GUIDE FOR HOST/JUDGE

ZOOM Interpretation Feature:

- Once participants are brought in the “virtual hearing room,” allow the interpreter and Limited English Proficient participant(s) (LEP) to communicate with each other briefly in order to make sure they hear and understand each other.
- Remind all participants that this is an interpreted event and that the **Zoom Interpretation Feature** may be activated to allow the interpreter to provide simultaneous interpretation on a foreign language channel for the benefit of the LEP participant.
- Please note that the **Interpretation Feature** should be enabled only if it is anticipated that the hearing will involve lengthy English language statements (motions, opening statements, witness testimony, etc.) and simultaneous interpretation will be necessary.
- The **Interpretation Feature** should not be activated at all if the hearing will consist primarily of questions to the LEP participant and their answers. The interpreter and LEP participant will remain in the virtual hearing room and the interpreter will interpret in the consecutive mode.
- Explain to all participants that once the **Interpretation Feature** is activated, they must select the English language channel and click on “**Mute Original Audio.**” The “**Original Audio**” refers to the audio from the foreign language channel.
- Remember you should allow the interpreter to explain the **Interpretation Feature** to the LEP participant BEFORE it is activated.
- Once the Host activates the **Interpretation Feature**, make sure all participants, including the interpreter and LEP, select the English channel and “**Mute Original Audio**” first before proceeding further.
- Ask the interpreter to identify him/herself for the record and administer the oath to the interpreter first, in accordance with Rule 1-333.

Interpreter Oath:

“Do you swear or affirm to interpret accurately, completely, and impartially and to refrain from knowingly disclosing confidential or privileged information obtained while serving in this proceeding?”

Activating the Interpretation Feature:

- If the hearing involves questions posed to the LEP participant and responses, the interpreter and LEP participant **MUST** stay on the English channel and the interpreter will interpret in the consecutive mode. Instruct the speakers to stop and pause to allow for interpretation.
- If the hearing involves lengthy English language monologues and discussions, such as motions, opening statements, or closing arguments, the interpreter will seek your permission to instruct the LEP participant to switch to the foreign language channel, so they can interpret simultaneously.
- When the LEP participant and interpreter switch to the foreign language channel, all other participants should stay on the English channel and click on “**Mute Original Audio.**” If they don’t select “**Mute Original Audio.**” they will hear the English and foreign language channels at the same time.
- **Breakout Rooms:** The Interpretation Feature is not available in the breakout rooms. The interpreter can only interpret in the consecutive mode. The interpreter should never be placed with the LEP participant alone in a break-out room.

Troubleshooting:

- If the LEP or interpreter lose internet connection, they can rejoin the hearing by calling the phone number provided in the ZOOM invite. The **Interpretation Feature** is not available to participants if they dial-in, therefore, the interpreter can only interpret in the consecutive mode.
- If the LEP participant cannot connect to the foreign language channel, you should instruct them to remain on the English channel or disable the **Interpretation Feature** entirely and proceed with the hearing without it. The interpreter will interpret in the consecutive mode.

For further assistance with the ZOOM Interpretation Feature, contact the Court Interpreter Program at (410) 260-3569 or (410) 260-1576.