



Remote Proceedings Part 4: How to Work with a Court Interpreter on Zoom

If you are scheduled to participate in a remote court hearing on Zoom, the Remote Proceedings video series and tip sheets will help you prepare for and participate in the hearing. This tip sheet includes information on working with a court interpreter during a remote court hearing.

Preparing for Interpretation on Zoom

- If you need to request an interpreter for your court hearing, use form [Request for Spoken Language Interpreter CC-DC-041](#). Submit the completed form to the clerk's office. If possible, file this form at least 30 days before your hearing.
- Before the day of your court hearing, download the Zoom app to the device you will use to participate in the hearing. Find links to download the Zoom app on Zoom's [website](#).
- Plan to use the audio through your computer or device and do not dial in. The Zoom Interpretation Feature is only available when using the audio in the Zoom app. If you cannot use the audio in the Zoom app, you can still work with an interpreter, but the interpretation will be consecutive. This means the interpreter will have to interpret after each speaker rather than interpreting simultaneously.
- Do not share a device with another participant, such as your attorney or witness.
- Use a headset if possible.



Working with the Interpreter

- When you log into your remote hearing, the interpreter will introduce themselves. Make sure you can hear them clearly.
- If you cannot hear the interpreter clearly at any time, tap the chat button to send a message to everyone in the hearing.
- The interpreter may interpret consecutively or simultaneously.
 - Consecutive interpretation means the interpreter listens to the speaker and then interprets what was said. You should speak slowly and pause after every two or three sentences to let the interpreter do their work.
 - Simultaneous interpretation means what someone says will be interpreted while they are speaking. This may only be done using the Zoom Interpretation Feature.
- If the interpreter gives you instructions, follow them. This may include asking you to make selections in the Zoom Interpretation Feature or to pause while they interpret.



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Zoom Interpretation Feature

- The Zoom Interpretation Feature allows for simultaneous interpretation. The court will not use this tool at the start of the court hearing. When not using the Zoom Interpretation Feature, the interpreter will interpret consecutively.
- When the Zoom Interpretation Feature is activated, the Zoom Interpretation Feature icon will appear in your toolbar. The interpreter will give you instructions for using this tool.
- Tap the icon to choose the language channel you wish to use. If you are the person in need of interpretation, choose the language you speak. You may select Mute Original Audio. This will allow you only to hear the interpretation.
- Remember that what you say while in the language channel is not private. The interpreter will interpret everything you say to the court.
- The interpreter may instruct you to switch to the English channel when the court needs to speak with you. Tap the icon to select the English channel.



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