



Court Interpreters

Important Reminders for Remote Interpretation

Before the proceeding:

- You must arrive at least 15 minutes prior to the scheduled time of the court proceeding to become familiar with the equipment.
- Business attire is required.
- You will need to go through security upon entrance to this building.
- Ask security to direct you to the Remote Interpreter Suite (Room 228).
- AOC staff will be present to train you on the system equipment.
- Remember to use “picture in picture” to view your image that will be projected to the courtroom.

During the proceeding:

- Interpret in the first person.
- Address the court in the third person.
- Know the difference between simultaneous and consecutive interpreting and when to use them.
- Comply with the Canons of Professional Responsibility for Court Interpreters.
- If you need assistance using the equipment, please notify AOC staff immediately.

After the proceeding:

- Sign out of the system
- Please complete the provided survey and leave on desk, if an AOC staff is not available.
- If you need assistance or have any questions after the proceeding, please dial Kelly Gray at ext. 3647.
- Gather all your belongings and exit the room.

Please contact Kelly Gray at (602) 452-3647 if you have any questions. We look forward to working with you in providing access to justice in our courts.

