

## Handout – Tips for Interpreters – Interpreting in a Zoom Hearing

### Before the Hearing

Use a laptop, tablet, or desktop computer with a webcam.

**Chromebooks are not recommended** because they do not allow simultaneous interpreting.

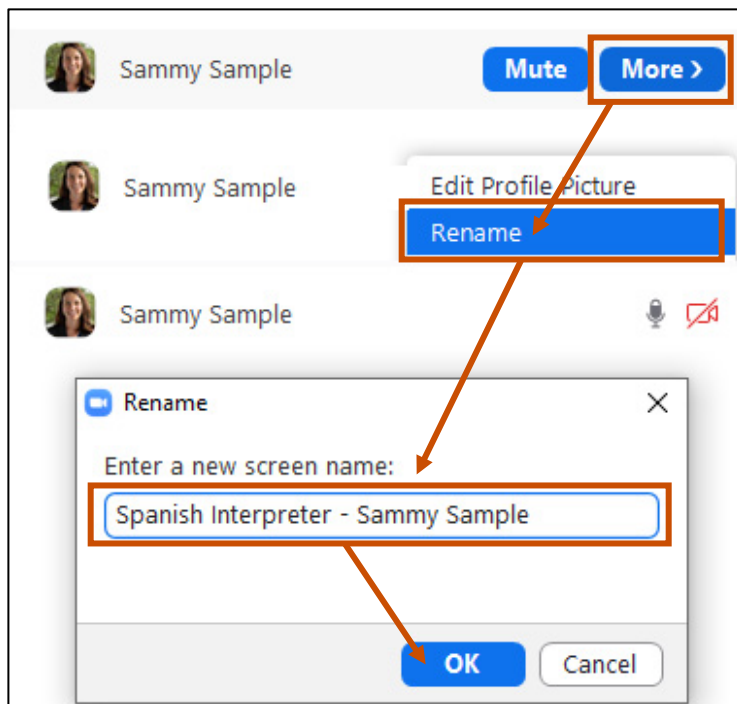
You must be prepared to appear on camera:

- Your surroundings should be clean and professional. Avoid joining a Zoom hearing from your car.
- Be in a quiet room with no distractions where no one else can hear you.
- Dress professionally, the same as if you were in a courtroom.
- Use headphones if possible.

The information you need to connect to the Zoom hearing will be in the Interpreter Resource Management Application (IRMA) Work Request comments.

Connect early and sign into your Interpreter Resource Management Application (IRMA) work request five minutes before the scheduled start time. This will allow you a few minutes to:

- Check your audio and video and adjust settings or devices.
- Rename yourself on Zoom so that your name displays the target language, “Interpreter,” and your name (for example, Spanish Interpreter - Sammy Sample).



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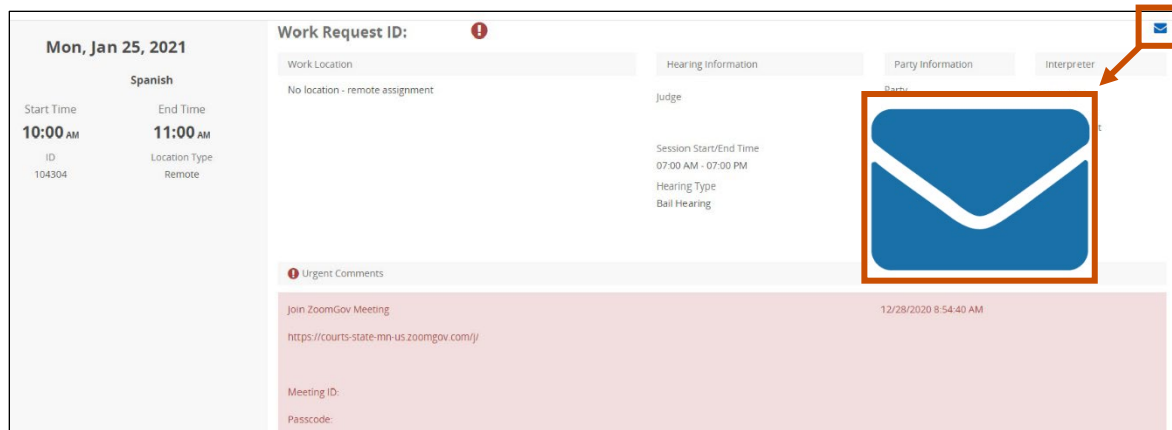
### During the Hearing

Your camera must be on when interpreting.

**No recording is allowed.** The only recording permitted is the official record created by the court reporter.

If you are in the waiting room of the hearing and the case has not been called within 15 minutes of the scheduled start time, send a message to the scheduler through the Interpreter Resource Management Application (IRMA), who will contact the court immediately. To send the message:

1. Go to the hearing work request.
2. Click the small envelope icon on the top right-hand side of the screen.
3. Type an urgent message.



You may be asked to interpret in simultaneous mode. If you are confident and comfortable interpreting simultaneously and have not already used this feature in Zoom, you are encouraged to try it (see the video in the Additional Resources section below to learn how). Contact the Court Interpreter Program Office if you have questions or would like to schedule a practice session. Stay on Zoom when you are interpreting as a team with another interpreter.

### Additional Resources

Video: [Providing Simultaneous Interpretation in Remote Hearings](#)

FAQ: [Remote Simultaneous Interpretation for Remote Hearings](#)