



STATE OF NEW MEXICO COURTS

The Judicial Branch of New Mexico

Bench Card: Video Remote Interpreting-American Sign Language (ASL)

HOW IT WORKS

SIMULTANEOUS/CONSECUTIVE INTERPRETING

- The interpreter will connect to your courtroom through your Polycom with a VMR # (virtual meeting number), IP address or through Google Hangouts (invite to be provided by the court).
- The interpreter will interpret simultaneously/consecutively everything that's being said in the courtroom to the Deaf/Hard of Hearing party.
- Whenever the Deaf/Hard of Hearing party signs, the interpreter will interpret into English the Deaf/Hard of Hearing's testimony in simultaneous / consecutive mode. The parties should avoid long statements and must pause to allow time for the interpretation.

ATTORNEY-CLIENT COMMUNICATION:

- The judge and opposing parties will need to remove themselves from the courtroom if the Deaf/Hard of Hearing party needs to communicate with his/her attorney.

CONTACT YOUR LAS COORDINATOR IF YOU HAVE ANY QUESTIONS

- Inform the parties that the hearing will be conducted with the interpreter appearing via video (the Polycom).
- Perform a sound and video check, to include allowing the interpreter and Deaf/Hard of Hearing party to assess whether they can see/understand each other.
- Ask the interpreter to spell his/her name for the record.
- Administer the interpreter's oath.
- Open any statement to the interpreter with "Mr./Ms. [interpreter name]" to alert the interpreter he/she is being addressed.
- Allow the interpreter to sign with the Deaf/Hard of Hearing person prior to the proceeding to ensure effective communication and to address any unique communication if needed.
- Instruct all participants to speak directly into the microphone clearly and in short complete sentences and to identify themselves each time they speak.
- Ensure that only one person speaks at a time and that there are no competing noises.
- Allow the interpreter to request repetitions and or clarifications if necessary.
- Instruct all participants to immediately alert the court if they are unable to hear or understand the participant who is speaking, or if the equipment they are using is not working properly.