



STATE OF NEW MEXICO COURTS

The Judicial Branch of New Mexico

Bench Card: Video Remote Interpreting - Spoken Languages

HOW IT WORKS

SIMULTANEOUS INTERPRETING

- The interpreter will connect to your courtroom through your Polycom *and* a phone.
- The interpreter will interpret simultaneously everything that's being said in the courtroom to the LEP party through the phone. The court will not be listening to the non-English simultaneous interpretation.
- Whenever the LEP party speaks, the interpreter will switch to consecutive interpreting. The interpreter will use the Polycom to interpret into English the LEP's testimony in consecutive mode. The parties should avoid long statements and must pause to allow time for the interpretation.

CONSECUTIVE INTERPRETING

- The interpreter will connect to your courtroom through your Polycom or the phone.
- The interpreter will interpret consecutively everything that's being said in the courtroom to the LEP party and the court through the Polycom system or the phone. The court/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. Alternatively the LEP party and attorney can move to chambers and use a phone to call the interpreter. This will be in consecutive mode.

- Inform the parties that the hearing will be conducted with the interpreter appearing via video.
- Explain the role of the interpreter to the LEP party.
- Perform a sound check, to include allowing the interpreter and LEP party to assess whether they can hear and 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.
- 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.
- Instruct staff to notify AOC Language Access Services immediately if any issues arise.

**CONTACT YOUR LAS COORDINATOR IF YOU
HAVE ANY QUESTIONS**