

VRI Instructions

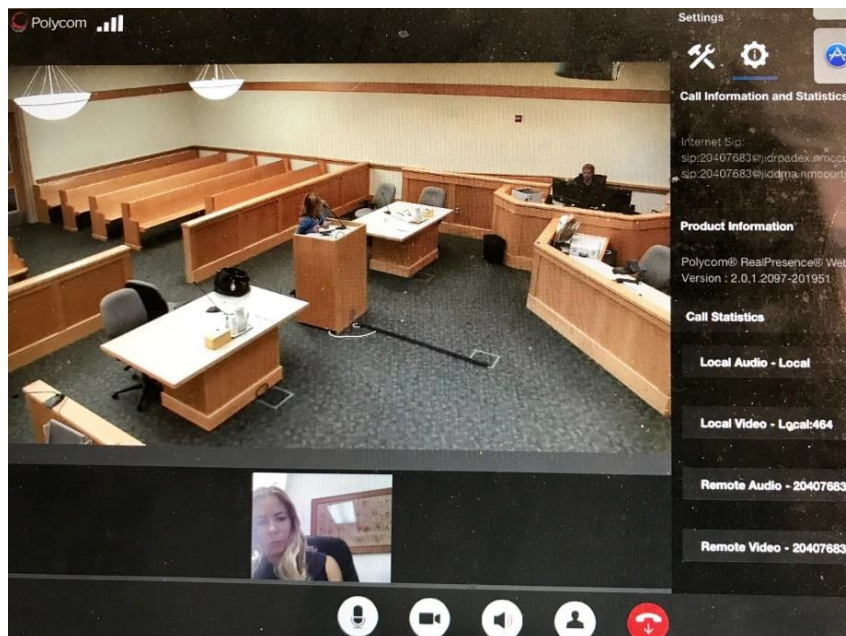
- **We will contact you to run a test. Training will be provided during the test.**
- You will connect to the courtroom using your computer *and* a phone.
- This is your video conferencing link.

<https://mea.nmcourts.gov/>

- You will be interpreting in the **simultaneous mode to the LEP party through the phone**. You must **mute your computer** while you are interpreting to the LEP party.
- You will be interpreting in the **consecutive mode** to the court whenever the LEP party speaks. **You must unmute your computer when you are interpreting to the court.**

How it works

- We will provide you with the video meeting room number (VMR) for your job assignment.
- Use Internet Explorer. Microsoft Edge, which many Windows 10 user have, does not work and Polycom says that it is unsupported. Polycom suggests that use Chrome, Firefox or IE version 11.
- You will click on the link and follow the instructions.
- The software will put you in video conference with the court. Once the court is connected, you will see the courtroom.



Screenshot of interpreter's computer screen (when in videoconference with the court)

About your Workstation

- Make sure your workstation configuration includes the following:
 - The use of a land line is preferred, but if you must use a cell phone make sure you have good connection;
 - An external or built-in camera;
 - High-speed broadband internet;
 - A solid color, non-distractive background;
 - Good lighting;
 - No background noise;
 - No distractions or interruptions.



View from the LEP person's perspective - Courtroom Setting (left) & DUI School (right)

- Once you establish contact with the court, ask the judge's permission to introduce yourself to the LEP party to establish whether you are able to see, hear and understand each other. Should any issues with connectivity arise during the hearing, inform the court.
- The judge may administer an oath. If no oath is administered, proceed as you normally would. You must adhere to the [NM Code of Professional Responsibility](#) and follow the rules established for your work with the New Mexico State Courts.
- Report back to the LAS Coordinator after the proceeding and provide feedback.