

TIPS FOR JUDGES AND COURT PERSONNEL WHEN WORKING WITH INTERPRETERS IN THE COURTROOM

1. **DO** speak in the 1st person.
(**DO NOT** say “Ask the witness if...” or “Tell him that...”)
2. **DO** try to simplify legal language.
(**DO NOT** use complicated terms.)
3. **DO** speak and assure that others speak at a volume and rate that can be accommodated by the interpreter.
(**DO NOT** speak at your normal rate, especially for dates and numbers.)
4. **DO** make certain that the interpreter can easily hear and see the proceedings.
(**DO NOT** put them in the corner or out of the way.)
5. **DO** your best to assure only one person speaks at a time.
(**DO NOT** speak when others are speaking.)
6. **DO** allow interpreter to take notes and use a dictionary during a hearing.
(**DO NOT** require interpreters to work unaided.)
7. **DO** allow breaks for the interpreter between or during cases.
(**DO NOT** have uninterrupted sessions that makes the interpreter exhausted.)
8. **DO** assure that the interpreter can effectively communicate with the client.
(**DO NOT** assume that everyone who comes from the same country speaks the same language or that everyone who speaks the same language can understand each other well – think about the difference among English speaking person from England, Australia, and northeast or southern United States.)
9. **DO** provide interpreters with copies of pleadings and/or documents to view ahead of time.

- (DO NOT** assume that unprepared sight translation is easy. **DO NOT** presume that the interpreter will be prepared for case-specific technical vocabulary.)
10. **DO** note any concerns about the quality of interpreting on the record.
(DO NOT address these concerns only outside of proceeding.)
 11. **DO** confirm that interpreter has no conflicts of interest.
(DO NOT allow an interpreter to continue if potential conflict of interest exist.)
 12. **DO** contact the court interpreter scheduler or, if appropriate, the Court Interpreter Program coordinator (Andrea Krlickova @ 702/486-9332 or akrlickova@nvcourts.nv.gov) about any interpreter concerns.
(DO NOT fail to disclose information about interpreter misconduct.)
 13. **DO** check into the qualifications of the interpreter – certified interpreters have a Supreme Court ID card with their picture and unique ID number as proof they are certified.
(DO NOT assume that the interpreter is court certified.)