



Interpreter and Translator Services State of Connecticut Judicial Branch

Guidelines for Remote Interpreting on-the-Record

Remote Interpreting allows for the interpreter, who is located in a separate location, to be integrated into a proceeding through a telephonic and/or video connection and provide interpreting services in the **consecutive mode**, which means each speaker will make a short statement and pause to allow the interpreter to render the interpretation.

Remote Interpreting requires additional considerations and cooperation by all people involved to successfully utilize the qualified interpreter's skills and to ensure the LEP individual is provided the language access necessary to be linguistically present for the proceeding.

Prior to the hearing:

- Requestor and Translator Services will coordinate how remote services will be delivered.
- If services are to be delivered telephonically, requestor shall check the equipment and make a test call and determine whether a Polycom phone or the telephone function of video conferencing equipment will be used.
- Requestor shall inform all parties of the use of remote interpreting.

During the hearing:

- All interpretation and communications during the hearing are to be made using the consecutive interpreting mode rather than simultaneous interpretation.
- Upon making the remote connection, caller/requestor shall identify herself/himself to the interpreter.
- Have the interpreter identify herself/himself.
- All statements directed to the interpreter shall begin with "Mr./Madame Interpreter" to address the interpreter when she/he is being addressed directly.
- Administer the oath to the interpreter, if not a staff interpreter (see back page).
- Give the interpreter a brief summary of the type of proceeding and the different parties present in the courtroom.
- Instruct all parties that only one person should speak at a time and should maintain a comfortable pace and a clear voice for the benefit of the interpreter.
- Dismiss the interpreter at the end of the proceeding.

Oaths for Interpreters

FOREIGN AND SIGN LANGUAGE INTERPRETER FOR A DEFENDANT IN A CRIMINAL CASE

You solemnly swear or solemnly and sincerely affirm, as the case may be, that you will interpret accurately the information (or indictment) that charges the accused with a crime and all questions that the accused may be asked under the direction of the court in a language the accused can understand and speak; that you will interpret accurately the pleas of the accused to the information (or indictment) and the answers of the accused to the court (or to the court and jury) in English; and that you will make all interpretations to the best of your skill and judgment; so help you God or upon penalty of perjury.

FOREIGN AND SIGN LANGUAGE INTERPRETER FOR WITNESSES IN ALL PROCEEDINGS (CIVIL & CRIMINAL)

You solemnly swear or solemnly and sincerely affirm, as the case may be, that you will interpret accurately the oath to be administered to the witness and all questions that the witness may be asked under direction of the court in a language the witness can understand and speak; that you will interpret accurately the answers of the witness to the court (or to the court and jury) in English; and that you will make all interpretations to the best of your skill and judgment; so help you God or upon penalty of perjury.

INTERPRETER FOR THE DEAF OR HEARING IMPAIRED JUROR*

You solemnly swear or solemnly and sincerely affirm, as the case may be, that you will interpret accurately to a deaf or hearing impaired juror the juror orientation program, any oath to be administered to the juror, all testimony and other relevant conversation, and all questions that the juror may be asked under the direction of the court; that you will interpret accurately the answers of the juror to the court in English; that you will not participate in any manner in the deliberations of the jury other than making an accurate interpretation of the remarks of the jurors during deliberations; that you will make all interpretations to the best of your skill and judgment; and that you will not communicate with anyone outside the jury concerning the business or matters before the jury; so help you God or upon penalty of perjury.

***Please note Practice Book § 42-14 (b) requires judges to instruct *any* interpreter for *a* deaf or hearing impaired juror, in the presence of all jurors, to refrain from participating in any manner in the deliberations or communicating, orally or visually, with any other members of the jury, except for the literal translation of jurors' remarks made during deliberations.**