

CHEAT SHEET

1. At the BEGINNING of a hearing or trial, determine the need for an interpreter ON THE RECORD.
2. Determine if the interpreter is qualified ON THE RECORD.
3. Administer the Court Interpreter's Oath ON THE RECORD.
4. Instruct the interpreter to sit or stand by the LEP for them to simultaneously interpret EVERYTHING said during the ENTIRE hearing(s) or trial.
5. If the LEP testifies, instruct the interpreter to go with the LEP to the witness stand.
6. Remind the attorneys to speak directly to the LEP and the interpreter will interpret the questions in the target language to the LEP.
7. The interpreter will interpret the responses in the source language for the record.
8. Consecutive interpreting is typically used in testimony.