



## **The WebEx Virtual Courtroom: Information for Independent Contract Interpreters regarding Remote Interpreting**

This document is intended to help you better navigate the WebEx Virtual Courtroom, which is the platform that will be used to provide remote interpreting services. The WebEx Virtual Courtroom is utilized differently in each judicial district, so you must confirm that this guidance should be followed with the Managing Court Interpreter scheduling you. The WebEx Virtual Courtroom requires the use of a conference call bridge to facilitate private communication and simultaneous interpreting.

### **An independent contract interpreter will need the following equipment to successfully participate in a virtual court event:**

1. Computer or Tablet;
  2. Cellphone or Landline Telephone;
  3. Headset with Microphone; and
  4. Reliable and robust internet service.
- A WIFI connection may be used with the equipment listed above. However, an ethernet cable will be needed if your WIFI signal is not strong enough to ensure a clear connection.
  - A smart phone *can* be used to connect to the conference call bridge and WebEx, through the app or browser, to provide remote interpreting services. However, OLA recommends interpreters use two devices, such as a phone and computer or tablet, to connect to the WebEx virtual courtroom.
  - Before the WebEx Virtual Courtroom event, it is recommended that you test the equipment and your internet connection with the Managing Court Interpreter. Please reach out to the Managing Court Interpreter with questions **before** the event occurs. Plan what you need to have a successful WebEx experience.

### **Before joining the WebEx Virtual Courtroom:**

- Make sure you understand the logistics of interpreting remotely through WebEx. It is recommended that you test the WebEx Virtual Courtroom before the court event.
- You must be prepared to interpret when you join the call. The Court will not be able to provide you with technical help.
- Make sure your cell phone is fully charged and, if possible, there is a landline available as a backup, in case of technical difficulties.
- Adjust your camera and audio before you join the meeting.
- Make sure the area behind you is an appropriate background to be seen.

- Ensure that the area where you are interpreting will be as quiet as possible during the entirety of the hearing. Use an empty room in your house with no audio or visual distractions.
- Do not interpret in a car, as a passenger or the driver.
- Be prepared with pen and notebook on hand before joining the meeting.
- Do not arrive late.

**While interpreting in the WebEx Virtual Courtroom:**

- Remember to mute your mic when not interpreting.
- Be assertive and ask for repetitions if you cannot hear one of the parties during the hearing.
- When rendering your interpretation look at the camera as if you were looking at the audience in the room.
- Keep your voice at a normal tone; there is no need to yell or whisper.
- Take notes, but don't allow it to distract you from using your memory skills during consecutive interpretation.

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