

Client-Interpreter Zoom Guide

The following table provides different interpretation scenarios, depending on whether parties are in-person or virtual. The “Action” column explains how to be prepared for each scenario.

Client Location	In-person	In-person	Virtual	Virtual
Interpreter Location	In-person	Virtual	In-person	Virtual
Action	None	Attorneys or client will need a device and headset to connect to the interpreter channel	Please have client plan to have 2 devices: one to connect to the video, one to connect by phone ¹	Client will need to connect to the interpreter channel ²
Example of Common Scenario	Spanish speaking client and interpreter are both in-person	Language other than Spanish, and interpreter is virtual while client is in-person	Spanish interpreter is in-person, when client is virtual	Language other than Spanish, both interpreter and client are virtual

¹ The reason it is not advisable for the client to connect to the interpreter channel is because there may be another in-person party requiring in-person interpretation. In such situation, the interpreter will be interpreting in the courtroom and the best audio for connecting to an additional virtual party that needs interpretation is by phone. Connecting by phone only is also an option, however it is very confusing to the listener, as they are not able to have a visual of who is speaking, and the interpreter’s voice will be the same for all parties.

² If you need assistance connecting to the interpreter channel, see the attached PDF.