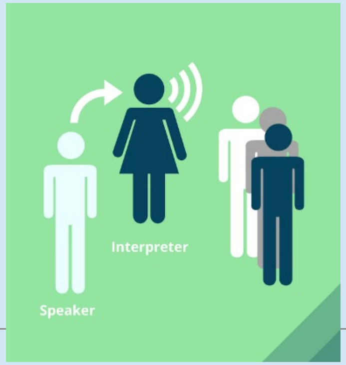
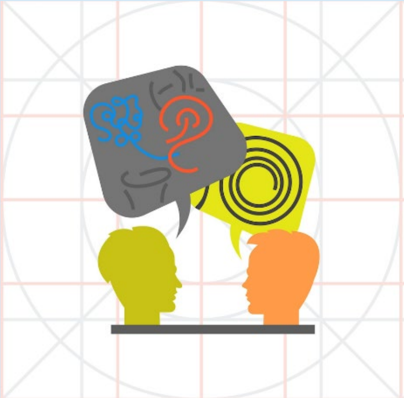
Best Practices for working with interpreters



- **Prepping Your Interpreter:** Schedule to meet with interpreter at least 10-15 minutes prior client's arrival. Inform the interpreter what the case is about and what today's session will entail.
- **Introductions:** Give time for the interpreter to introduce themselves. Prompt interpreter to discuss signals for clarification. Invite client to speak up if they have trouble understanding interpreter.
- **Discuss Confidentiality**: In many countries, confidentiality is not the norm. Some clients will not speak freely unless you reassure them warmly about confidentiality. Discuss your/their location and ability/obstacles to speaking freely.
- **Session Timing:** Clearly explain the duration of the session to the interpreter and confirm his/her availabilities. If additional time is required planned ahead to have a back up interpreter who will continue with the interpretation. **Be mindful of client and interpreter's availability; respect agreed upon time limits.**

Best Practices for working with interpreters (continued)



- **Speak Directly to the Client:** Use first person, not third person ("did you see the assailant" not "ask if she saw the assailant"). Remind interpreter to use first person.
- **Everything is Interpreted:** The attorney or is responsible for making sure that everything said in the room is interpreted, including your side conversations.
- **Speak in Short Sentences:** The interpreter is encouraged to interrupt if one party speaks too long, to encourage accuracy. Keep everything clear and to the point. Explain legal terms in simple language. Ask one question at a time.
- **Check for Understanding:** The attorney is responsible for making sure that the client understands the information and questions. Do not ask the interpreter if the client understands, ask the client.