

## Court Interpreter Checklist for Assignments

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To ensure adequate time in preparing for your assignment:

- Request exact name of courthouse
- Request where specifically in the courthouse you need to report to or wait for assignment instructions
- Request name of contact person, their title, and phone number, if applicable
- Inquire as to what time you need to arrive for assignment
- Ask for directions or check court website or other map website for directions and travel time to courthouse
- Allow **extra time** for waiting in line at courthouses **and for passing through courthouse security**

Essential items to take to assignment:

- California Court Interpreter Identification Badge
- Cell phone, if applicable
- Phone number of contact person or assignment office (Arriving 15 minutes early facilitates having prep time for assignment. Please remember to **always** notify appropriate staff if you will be arriving late.)
- General bilingual dictionary and other resources, such as specialized glossaries
- Writing implement and note paper

Upon arrival at courthouse or assignment location:

- Check in with Court Interpreter Coordinator and/or other appropriate staff, such as courtroom clerk or bailiff
- If you believe you have not been administered an interpreter's oath that corresponds to the courthouse where you are assigned, inquire with courtroom clerk as to whether your oath and certification are on file with that court

Upon completion of assignment:

- Check with courtroom clerk to ensure your assignment to a particular courtroom has been completed
- Before leaving a courthouse for the day, check in with the Court Interpreter Coordinator, if applicable
- Remember to fill out correctly and submit Daily Activity Logs to the appropriate office by the required deadline