



COURT INTERPRETING – CHECKLIST

All our court interpreters are highly experienced and skilled in this arena.

Atlas Translations will ensure you have a professional interpreter by your side or at the end of a phone for any occasion including:

- Court hearings
- Tribunals
- Legal meetings and interviews
- Police interviews

We understand that at times sensitive information needs to be communicated, and vulnerable individuals may be involved in the process, which is why confidentiality and care are two primary considerations in our policies and processes.

Please note that if interpreters are booked and the assignment is subsequently cancelled, for whatever reason, we charge a cancellation fee. This is because our interpreters will have turned down other work in order to be available for your assignment. *We refer you to our terms and conditions of business; ask us if you need a copy.*

We advise that you include information relating to the following points when communicating with us about your requirements:

- Which language(s) do you require?
- Would you prefer your interpreter to be: male, female, or do you have no preference? *(This may be a relevant consideration in relation to sensitive subject matter and particular cultural contexts.)*
- What is the date of the assignment and how long will it last?
- Where is the court? *(Please provide the full address.)*
- Do you have the court number?
- Are there parking facilities?
- What is the nearest underground or railway station?
- At what time should the interpreter arrive for briefing?
- Who should the interpreter ask for when they arrive?
- Who will the interpreter be interpreting for?
- Who is responsible for payment of our invoice? *(Please note that our credit terms are 15 days)*
- What is the subject matter of the case? *(We would appreciate further information about the case and copies of any documents that could help the interpreter prepare for the assignment. All information will be treated confidentially.)*