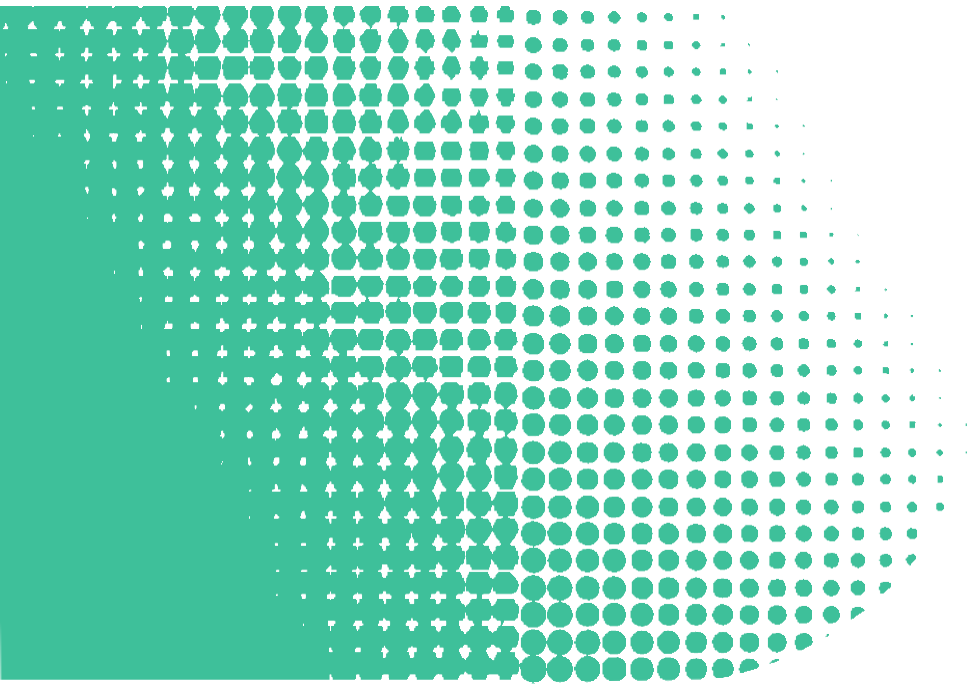
ATLAS translations

Court Interpreting Checklist

October 2026



Court Interpreting

Our court interpreters are professional, experienced, and skilled. Atlas Translations will ensure you have a professional interpreter by your side during an in-person or telephone meeting for any occasion, including, but not limited to, court hearings, tribunals, legal meetings, legal interviews, and police interviews.

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

Please note that if an interpreter(s) is booked and the assignment is subsequently cancelled, regardless of reason, we do charge a cancellation fee. This is because our interpreters will have turned down other work to be available for your assignment.

We refer you to our terms and conditions of business; please ask us if you need a copy.

Here are some questions to ask and things to remember when contacting us about your court interpreting project:

- Which language(s) do you require?
- Would you prefer your interpreter to be male or female, or do you have no preference?
  - *This may be a relevant consideration for sensitive subject matter or some cultural contexts.*
- What is the date of the assignment?
- How long is the assignment expected to last?
- Will the assignment be in person or via telephone/video call?
- If the assignment is in person:
  - What is the full address of the Court?
  - Do you have the Court number?
  - Are there parking facilities?
  - What is the nearest railway or underground station?
  - At what time should the interpreter arrive for the briefing?
  - Who should the interpreter ask for when they arrive?
  - Who will the interpreter be interpreting for?
- Who is responsible for paying 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.*