

## **PARTICIPANTS' GUIDE**

### **SIMULTANEOUS INTERPRETATION FOR VIRTUAL PROCEEDINGS USING ZOOM**

#### **OTTAWA COURTHOUSE**

**March 2021**

**NOTE:** Although it is the Ottawa Courthouse's best practice to capture and record simultaneous interpretation during in-person proceedings (French, English and Bilingual matters only), doing so in a virtual proceeding is not possible due to current technical limitations. The capturing and recording of all interpretation is only required as per s. 530.1(g)(ii) of the Criminal Code of Canada, where an order has been granted *"directing that the accused be tried before a justice of the peace, provincial court judge, judge or judge and jury, as the case may be, who speak the official language of Canada that is the language of the accused or, if the circumstances warrant, who speak both official languages of Canada."*

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Using the Zoom coordinates provided by Trial Coordination, all participants must sign in from a desktop or a laptop device. Zoom Simultaneous Interpretation Mode (SIM) **is not available** using a **mobile application** (tablet or smart phone) or from a **landline connection** (regular telephone).



After all participants have signed in, the Clerk (Registrar) assigns an Interpreter to the SIM by placing the interpreter in the virtual booth. Only one (1) Interpreter can be in the virtual booth at a time.

Participants then see an “Interpretation Globe” on the bottom right of the Zoom Menu.



To hear interpretation, participants choose a “language channel” by clicking on the “Interpretation Globe” and selecting a language from the dropdown menu.

For greater clarity, participants can also click on “Mute Original Audio”.

To hear the original audio from the courtroom, participants need to exit the “interpretation channel” by clicking on “off”.



Once in the virtual booth, the Interpreter confirms that listeners can hear their chosen language channel and indicates to the Clerk and the Court that the Zoom Hearing can commence or continue.

Participants may then continue where they left off, as this process requires all but a few seconds.



Once placed in the virtual booth, the Interpreter can only be heard on each language channel (as the case may be), and cannot be heard by the Clerk (Registrar) or the Court.

When the Interpreter needs to communicate with the Court, the Interpreter signals the Clerk (Registrar), and is taken out of the virtual booth and brought back into the main Zoom Hearing by the Clerk (Registrar). The Interpreter then advises the Court of any issues.



When a team of two (2) Interpreters is assigned (usually complex matters or matters of more than two (2) days in length), interpreters replace each other every 20-30 minutes.

At an opportune time for a switch, the Interpreter signals the Clerk (Registrar) to be taken out of the virtual booth and brought back into the main Zoom Hearing. The other Interpreter is placed in the virtual booth and the Zoom settings are updated.

Participants not speaking or not addressing the Court are encouraged to mute their Zoom microphones. They must remember to unmute their microphones prior to speaking. The Clerk's (Registrar's), the Reporter's (Stenographer's) and the Court's microphones should always be left unmuted and their language channel selection should be left as "off".

Viva voice evidence requiring interpretation is done using consecutive interpretation by taking the Interpreter out of the virtual booth and bringing them back into the main Zoom Hearing. Consecutive interpretation is done on the record, out loud before the Court.