
POSITION PAPER

**NAJIT Guidelines on How to Manage and Deliver Team
Interpreting Services**

Court interpreting codes of ethics and professional responsibilities across the nation mandate accurate and complete interpreting in all legal proceedings. However, various factors—including physical and mental fatigue, rapid conversational exchanges, and the complexity or emotional intensity of case content—can compromise an interpreter’s ability to uphold these professional standards. One common accommodation for interpreters working alone in legal proceedings has been periodic breaks to help manage fatigue or allow interpreters to recompose themselves after particularly intense or complex interactions. Yet, frequent breaks are not always practical, and, in many situations, no amount of individual recovery time is sufficient to ensure consistent quality¹. Team interpreting—a practice in which two or more interpreters take turns interpreting while actively supporting each other throughout the interpreted assignment—offers a more effective and sustainable solution, one that promotes both high-quality interpreting and the efficient, well-managed conduct of proceedings². While this practice is long established in American Sign Language interpreting, its adoption among spoken language court interpreters remains uneven

across U.S. jurisdictions—a disparity this paper seeks to help address.

This paper supports the practice of team interpreting and provides guidelines for its implementation as the most effective method to ensure the level of quality, accuracy and completeness required in court interpreting, thereby promoting equal access to justice through meaningful language access. Part A provides guidance to court officials and service providers on when team interpreting should be used and how to effectively plan and coordinate team interpreting assignments. Part B provides guidance to interpreters on how to ask for support and how to effectively collaborate in a team before, during, and after the interpreted event. NAJIT strongly recommends implementing these guidelines to strengthen the quality and reliability of language access to justice.

What Is Team Interpreting?

Team interpreting involves two or more interpreters of a language combination (e.g., Spanish and English, or American Sign Language and English) working together on an assignment. The interpreters on a given team alternate between an active and a support role based on previously agreed upon

¹Daniel Gile, “Conference Interpreting as a Cognitive Management Problem,” in *The Interpreting Studies Reader*, ed. Franz Pöchhacker and Miriam Shlesinger (London: Routledge, 2002).

²See: National Association of Judiciary Interpreters and Translators, *Team Interpreting in the Courtroom*, position paper (n.p.: NAJIT, 2007). Carla M. Mather,

Sign Language Interpreters in Court: Understanding Best Practices (Bloomington, IN: AuthorHouse, 2007). Andrew Erikson, *Team Interpreting in the Courtroom* (n.p.: National Association of Judiciary Interpreters and Translators, 2007). Roseann Dueñas González, Victoria F. Vásquez, and Holly Mikkelson, *Fundamentals of Court Interpretation: Theory, Policy, and Practice*, 2nd ed. (Durham, NC: Carolina Academic Press, 2012).

intervals of time, coordinating their efforts to deliver seamless interpreting. Both interpreter roles are important and key to effective interpreting³.

Team interpreting has long been an established and largely unquestioned standard within American Sign Language (ASL) interpreting. Professional and educational organizations serving the ASL interpreting community—including the National Consortium of Interpreter Education Centers (NCIEC) and the Registry of Interpreters for the Deaf (RID)—have recognized and promoted team interpreting as a baseline professional requirement for decades, and ASL interpreters routinely work in pairs across a wide range of settings without needing to justify this arrangement to courts or service providers.⁴ No comparable consensus has been established for spoken language court interpreters. Despite a growing body of research confirming that team interpreting is essential to sustaining accuracy and preventing fatigue-related errors, a significant number of courts and service

providers have yet to adopt consistent team interpreting policies for spoken language interpreters—creating a gap in language access protections that mirrors a standard already long accepted in ASL practice.

NAJIT’s Position on Team Interpreting

Interpreting accuracy and completeness are a requirement in all legal proceedings. Team interpreting is essential to sustaining that standard in long and/or complex proceedings, conditions under which a single interpreter is most vulnerable to fatigue and error, and where the risk to meaningful equal access to justice is therefore greatest. Accordingly, NAJIT’s position is that team interpreting be required for all in-court and out-of-court legal proceedings that may involve continuous interpreting in the simultaneous mode for over 30 minutes and continuous interpreting in the consecutive mode for over 60 minutes.⁵ While this recommendation applies universally, it is **most critical** in legal proceedings that do not follow a standardized

³Please note that the assignment of single interpreters to individual parties sharing the same language pair should not be confused with team interpreting. Team interpreting involves two or more interpreters collaboratively taking turns interpreting to sustain accuracy and prevent fatigue-related errors. Party-specific interpreter assignments, by contrast, place each interpreter not in the service of the court, but in the service of the party, compromising the neutrality that is foundational to every court interpreter code of ethics. This arrangement also creates procedural risk: should an error or omission occur in one interpreter’s rendition, only that party’s record is affected. NAJIT does not consider this a best practice and urges any jurisdiction that has adopted it to reconsider.

⁴See: National Consortium of Interpreter Education Centers (NCIEC), *The Use of Interpreting Teams in the Court Room*; Jack Hoza, *Team Interpreting as Collaboration and Interdependence* (Alexandria, VA: RID Press, 2010); Carla M. Mather, *Sign Language Interpreters in Court: Understanding Best Practices* (Bloomington, IN: AuthorHouse, 2007); Debra Russell, “Team Interpreting Best Practices,” accessed March 20, 2026, <http://intrpr.info/library/russell-team-interpreting-best-practices.pdf>; Registry of Interpreters for the Deaf, *Standard Practice Paper: Team Interpreting* (Alexandria, VA: RID, 2007).

⁵Proposed thresholds are based on the following research and standards: AIIC, *AIIC Guidelines on*

Distance Interpreting (Geneva: AIIC, 2025), 5, <https://members.aiic.org/document/13494/AIIC%20Guidelines%20on%20DI.pdf>. AIIC, “How Interpreters Work,” AIIC.net, November 28, 2011, accessed March 17, 2026, <http://aiic.net/p/4005>. Gile, “Conference Interpreting as a Cognitive Management Problem.” Barbara Moser-Mercer, Alexander Künzli, and Marina Korac, “Prolonged Turns in Interpreting: Effects on Quality, Physiological and Psychological Stress (Pilot Study),” *Interpreting* 3, no. 1 (1998): 47–64, <https://www.jbe-platform.com/content/journals/10.1075/intp.3.1.03mos>. Mirta Vidal, “New Study on Fatigue Confirms Need for Working in Teams,” *Proteus* 6, no. 1 (1997), <https://najit.org/wp-content/uploads/2016/09/ProteusWinter1997.pdf>. NCIEC, *The Use of Interpreting Teams in the Court Room*, fact sheet, accessed March 20, 2026, http://www.interpretereducation.org/wp-content/uploads/2012/10/Fact_Sheet_American_Sign_Language_Interpreter_Teams.pdf.

⁶Please note that for ASL interpreters, the current standard for switching between interpreters is 30 minutes. See NCIEC, *The Use of Interpreting Teams in the Court Room*, fact sheet, accessed March 20, 2026, http://www.interpretereducation.org/wp-content/uploads/2012/10/Fact_Sheet_American_Sign_Language_Interpreter_Teams.pdf.

script⁷, including but not limited to trials, evidentiary hearings, contested hearings, sentencings, arbitrations, mediations, and depositions.

PART I: Administrative Planning and Decision Making

Administrators, legal authorities, and service providers need to make critical decisions before, during, and after legal proceedings to ensure that interpreting services meet professional standards. This requires adopting decision-making processes to determine when team interpreting is necessary. The development of these processes should incorporate interpreters' feedback on how to best maintain interpreting quality across diverse circumstances. This guidance aims to assist court officers in balancing resource management with the fundamental requirement to provide equal language access to justice.

For this paper, the following definitions apply:

- **Administrator:** personnel responsible for scheduling and coordinating interpreter services, including court administrators, language access coordinators, or designated staff members who manage interpreter assignments.
- **Legal authorities:** judges, hearing officers, arbitrators, mediators, or other officials presiding over legal proceedings who have the authority to make decisions about the provision of interpreter services.
- **Service providers:** organizations or entities that offer interpreter services for legal proceedings, whether through direct

employment, contractor relationships, or vendor agreements.

Section 1: Pre-Assignment Procedures

Determining Whether Team Interpreting Is Required

Determining whether team interpreting is required can be challenging during the planning stages of an assignment, particularly when the anticipated complexity and/or duration are unclear or unknown. The effective management of resources must be balanced against the promotion of equal access to justice. Administrators responsible for scheduling interpreter services should seek the professional opinion of experienced, certified interpreters to assist in the decision-making process.⁸

When a team of interpreters cannot be scheduled, the judge or hearing officer should be notified that the interpreter will need frequent breaks throughout the assignment.

Decision-Making Framework

Administrators should consider the following factors⁹ when determining whether to assign a team of interpreters or a single interpreter to an assignment:

- a. Duration:** proceedings expected to exceed 30 minutes of continuous simultaneous interpreting or 60 minutes of continuous consecutive interpreting.
- b. Complexity:** the complexity of the matter, the number of Limited English Proficiency individuals (LEPs) requiring interpretation, expected challenging

⁷Standardized script is defined as recurring, formulaic language patterns that follow a predictable structure with minimal variation across similar proceedings. They are highly ritualized verbal exchanges in which the same questions, advisements, and responses recur (e.g., arraignments, plea hearings).

⁸Note on AI-Assisted Scheduling: As artificial intelligence becomes increasingly integrated into interpreter scheduling systems, these platforms must be

programmed to recognize the parameters for team interpreting outlined in this paper—including time thresholds and case complexity—allowing them to automatically assign the appropriate number of interpreters accordingly. Human oversight remains essential for quality assurance purposes.

⁹Please note that, throughout this paper, factors are not introduced in order of preference or importance, unless otherwise stated.

speech patterns or pace¹⁰, and whether the proceeding is expected to follow a scripted format and/or involve rapid exchanges.

c. Emotional dynamics: cases involving sensitive subject matters, such as contested restraining orders, protective orders, or cases dealing with trauma, abuse, or violent crimes place additional cognitive and emotional demands on the interpreters.

d. Interpreter availability: should a team of interpreters consisting of two in-person interpreters not be available, consider pairing an in-person interpreter with a remote interpreter or, alternatively, assign two remote interpreters to the proceeding, provided that the required conditions for remote interpreting are in place.

When assignment parameters are unclear or uncertain, administrators should consult with experienced certified interpreters in advance to determine whether team interpreting is needed.

Budget Planning Considerations

To facilitate appropriate resource allocation, administrators should:

a. Track cases where team interpreting was needed but unavailable, collect feedback from all the parties involved, including interpreters, and document any quality concerns that arose to improve future performance.

b. Use historical data to justify future budget requests and demonstrate the correlation between adequate interpreter resources and access to justice.

c. Build team interpreting costs into annual budgets based on anticipated caseload and case types.

d. Recognize that the financial investment in team interpreting is necessary for due process and should be weighed against the potential costs of inadequate interpreting (e.g., appeals, mistrials, compromised case outcomes).

Section 2: Administrators' Response to Interpreter's Request for Assistance During Assignments

When interpreters request additional support during an assignment, administrators should:

a. Give the request due consideration: Understand that professional interpreters only make such requests when they genuinely believe their ability to maintain professional standards may be compromised. These requests reflect concerns regarding accuracy and completeness, not personal preferences.

b. Act promptly: Delay in responding to requests for team interpreting may compromise the proceeding. Begin searching for additional qualified interpreters as soon as possible.

c. Communicate with the legal authority: Notify the presiding legal authority about the request and any delays in securing additional interpreters. Provide realistic estimates of when support can arrive.

d. Document the situation: Record the circumstances that led to the request, the actions taken, and the resolution. Documenting these circumstances will help improve future assignment planning.

¹⁰In many jurisdictions, certain actors are notorious for their challenging speech patterns, including speech impediments and speed.

e. Consider proceeding adjustments:

If another interpreter cannot be secured immediately, work with the legal authority to determine whether the proceeding can be continued to another date or whether more frequent breaks can be provided to the interpreter, if the interpreter believes such breaks will allow them to perform at the required standard.

Section 3: Legal Authorities’ Response to Interpreter’s Request for Assistance During Assignments

When an interpreter requests additional support after an assignment has already started, the legal authority should:

a. Act promptly: When an interpreter expresses concerns about maintaining service quality, the legal authority should respond immediately to address the situation and ensure continued access to effective interpreting.

b. Recognize the obligation to provide service: The legal authority and the interpreter should explore options to ensure that interpreting services can be maintained at the required standards. The obligation to provide resources to this effect rests with the legal authority.

c. Switch to team interpreting: Request the support of a second interpreter for the proceeding. If the timely assignment of another qualified in-person interpreter is not possible, consider assigning a remote interpreter to support the proceeding via videoconference. It is important to ensure that both interpreters can communicate effectively during the proceeding, either using the same

videoconferencing technology or another channel.

d. Assess alternative accommodations: If team interpreting cannot be arranged, discuss alternatives with the interpreter, such as granting them more frequent or longer breaks (specific timing to be discussed with the interpreter based on their needs). The interpreter should not be pressured to continue to interpret if they determine that such accommodations are not sufficient.

e. Consider continuing the proceeding: If team interpreting cannot be provided and the interpreter determines they cannot continue to provide services even with accommodations, a continuance of the proceeding may be necessary to ensure due process. Failure to provide adequate support when needed may result in inaccurate interpreting, compromised due process, potential appeals, and violations of language access rights.

Section 4: Post-Assignment Procedures for Administrators – Review of Assignment Outcomes

After complex and lengthy assignments, administrators should:

a. Solicit feedback: Request input from interpreters about what worked well and what could be improved. This feedback is invaluable for refining scheduling practices.

b. Review any Interpreter Notice of Reservation (INRs)¹¹: Analyze patterns in INRs to identify systemic issues that may require policy changes or additional resources.

¹¹An INR is a document that interpreters can carry with them and fill out to hand over to the relevant legal authority to have a written record of the circumstances that led to the interpreter(s) stating their concerns on the

record regarding continuing to provide services at the required standard. See Appendix 2 for a sample of an INR.

c. Evaluate resource allocation:

Assess whether the assignment was adequately resourced and whether team interpreting was provided when needed.

d. Update scheduling protocols:

Use lessons learned to improve future assignment planning, particularly for similar case types.

e. Maintain collaborative relationships:

Maintain regular communication with interpreters to build trust and facilitate more effective planning for future assignments.

PART II: Delivery of Team Interpreting Services by Interpreters

Part II is divided into four sections that address interpreters' individual responsibilities and team collaboration. Section 1 provides guidance on when and how to request support when an interpreter feels unable to maintain the required standard by themselves. Sections 2–4 address the team as a unit, guiding interpreters through strategic preparation, coordinated performance, and professional collaboration—the three pillars that allow team interpreting to fulfill its core purpose: sustaining accuracy and completeness throughout extended or complex legal proceedings.

Section 1: Requesting Support

During a legal proceeding, if an interpreter determines they cannot continue interpreting at the required standard on their own due to fatigue, subject matter complexity, rapid exchanges, or other factors, they have a professional obligation to, respectfully, state

their concerns on the record. When doing so, the interpreter should cite the relevant canon(s) from the jurisdiction's Code of Ethics and Professional Responsibilities (cf. suggested sample statement in Appendix 3).

Once concerns are stated, the legal authority and the interpreter should consider options such as requesting a second interpreter or providing alternative accommodations. The interpreter should not feel pressured to continue to provide services under the same conditions if there is a risk to procedural fairness.

Section 2: Pre-Assignment – Team Preparation and Coordination

Effective team interpreting begins before the assignment even starts. Beyond individual preparation and research, team members should meet in advance to align on strategies, terminology, and expectations.¹² This pre-assignment briefing should cover the following:

- **Establish roles and switching protocols:** Determine switching intervals (e.g., every 15 to 20 minutes) and agree on subtle signals to communicate in real time, such as hand signals for “need terminology”, “let’s switch”, “unclear/missed something”, or “a correction may be needed”.
- **Review case materials:** Share case-specific information, background, and terminology. Discuss potentially challenging aspects of the assignment, including technical concepts, proper names, potential emotionally charged testimony or regional language differences. Agree on consistent

¹²See the following on preparation requirements: NAJIT, Code of Ethics and Professional Responsibilities (Atlanta: NAJIT, 2016), <https://najit.org/wp-content/uploads/2016/09/NAJITCodeofEthicsFINAL.pdf>. AIIC, Code of Professional Ethics, amended 2022 (Geneva: AIIC, 2022),

https://aiic.org/document/10277/CODE_2022_E&F_final.pdf. Jack Hoza, Team Interpreting as Collaboration and Interdependence (Alexandria, VA: RID Press, 2010), 53–67.

terminology for frequently recurring terms to maintain linguistic continuity.

- **Clarify support role expectations:** Discuss how the support interpreter will assist the active interpreter (see detailed guidance in the next section), including preferred methods for providing effective interpreter support. For in-person assignments, determine where the team will position themselves to remain within hearing distance from each other. Alternatively, the team can use equipment to monitor the interpretation. This practice facilitates linguistic support and reduces on-the-record interruptions. For remote assignments, establish back channels for real-time communication and monitoring.
- **Build rapport:** When working with a new team member, allow time to establish mutual trust and rapport by discussing working styles, preferences, and any concerns before the assignment begins.

Section 3: During-Assignment Coordination and Performance

During an assignment, all members of the interpreting team must be attentive, mentally engaged, and collaborating as much as possible throughout the entire assignment.¹³¹⁴ Together, the team will manage any potential issues, such as interpreting equipment malfunctions, challenging terminology or pace, accuracy monitoring, placing necessary corrections on the record, or requesting clarifications or

adjustment from the parties or legal authority. The goal is to reduce stress, promote accuracy, completeness and linguistic continuity.

3.1. Key Concepts

3.1.1. The Active Interpreter's Role

The active interpreter:

- Is engaged in providing interpreting services in either consecutive or simultaneous mode, while self-monitoring for production quality and fatigue.
- Remains open to receive support from the other team member(s), accepting feedback and possible solutions to improve renditions, where warranted.
- Signals to the support interpreter when assistance is needed.
- Initiates switches, facilitating smooth transitions by finishing the current thought or exchange before yielding.

3.1.2. The Support Interpreter's Role

The support interpreter:

- Monitors for accuracy by actively listening to both the source and target languages to catch potential errors, omissions, or additions.
- When necessary, intervenes asking the court for permission to confer with the active interpreter to advise them when the interpreted message may not accurately reflect the source message. The support interpreter is required to politely and professionally intervene when a significant error occurs, or critical information is

¹³AIIC, "Understanding Booth Manners," AIIC Resources, June 13, 2025, <https://aiic.org/company/roster/companyRosterDetails.html?companyId=13614&companyRosterId=120>.

¹⁴This approach to team interpreting is referred to in current ASL-CDI research as co-interpreting. See "Co-Interpreting: ASL Interpreters & CDIs," AMN Healthcare Blog, accessed March 20, 2026, <https://www.amnhealthcare.com/blog/language-interpreters/making-meaning/co-interpreting-american-sign-language-and-certified-deaf-interpreters/>. It is a more collaborative way of interpreting that can be applied to spoken language interpreting to improve the effectiveness of the team.

¹⁵Special Considerations: Multiple Language Pairs; for indigenous language interpretation proceedings, relay interpreting may be necessary, with combinations such as Indigenous language to Spanish and Spanish to English. These situations require: • Close coordination between all interpreter teams to ensure message consistency across language pairs • Additional preparation time for all teams to align on terminology and procedures • Physical positioning that allows all interpreters to hear both source languages clearly • Recognition by administrators and legal authorities that such assignments require additional time and resources

omitted or added. Such interventions should be made in the name of the team after the team members are able to confer and determine whether a correction on the record is warranted (cf. suggested sample statement in Appendix 4). Overt interruptions of proceedings are significantly reduced when the interpreting team is in proximity to one another (or using a back channel for communication) and both members of the team are fully engaged in the collaboration.

- Provides terminology support during the assignment by researching unfamiliar terms on-the-spot using reference materials, dictionaries, case documents, and sharing them with the active interpreter as needed, following previously agreed-upon strategies.
- Manages logistics by tracking time for switching intervals, managing reference materials, taking notes on challenging terminology for post-assignment debriefing, and monitoring the active interpreter for signs of fatigue.
- Prepares for transitions by staying mentally engaged with the content to be able to start interpreting seamlessly after role-switching.

While the support role requires concentration and presence, it is cognitively less demanding than the active role, allowing the support interpreter to mentally recharge before switching. Most importantly, effective team interpreting requires all team members to remain fully engaged throughout the proceedings.¹⁶

3.1.3. Switching Protocols and Timing

Switching roles requires thoughtfulness from both interpreters. The primary goal is to maintain interpreting quality without

significantly disrupting proceedings. This can be achieved by:

- Switching at natural breaks, e.g. between speakers, during pauses, or after a thought is completed.
- Using agreed upon signals that are visible and clear to the support interpreter, but unobtrusive to others in the room.
- The support interpreter should be ready to start when the active interpreter signals for the switch. Note that the support interpreter must wait for the switch signal, that is, they must wait for the active interpreter to initiate the transition rather than taking over the role unilaterally when they believe it is their turn to start.
- Adjusting role-switching strategies proactively, as needed, when the proceeding becomes more complex or fast-paced than expected. The active interpreter should not wait until exhaustion sets in before passing the turn. It is perfectly acceptable to switch earlier than previously agreed upon and adjust switching times accordingly to preserve high-quality interpreting.

Section 4: Post-Assignment Debriefing and Professional Development

4.1. Team Debriefing¹⁷

After completing an assignment, team members should have a debriefing session to:

a. Review challenging terminology or concepts: Discuss any terms or parts of the assignment that were difficult, and share research or solutions found.

b. Assess what worked well: Identify effective strategies, successful teamwork moments, and best practices to repeat in future assignments. Bringing up what worked well in the collaboration is

¹⁶AiIC, "Understanding Booth Manners."

¹⁷Hoza, Team Interpreting as Collaboration and Interdependence, 150–55.

important to develop trust and rapport while elevating the team's morale.

c. Address areas for improvement:

Constructively discuss what could be done differently next time. Approach this with mutual respect and a growth mindset.

d. Resolve any team dynamics issues:

If tensions arise or communication breaks down, use this opportunity to address these issues directly and professionally. Focus on the interpreting process by discussing what happened, how each team member felt during the situation, and how the issue may be avoided in the future. Avoid focusing on correcting one another and assigning blame. Team members should contribute equally to these conversations to build trust and help clarify expectations for future collaborations.

e. Document lessons learned: Keep notes on case-specific terminology, effective strategies, or challenges that may inform future assignments of a similar nature.

4.2. Building a Professional Community

Team interpreting provides opportunities to strengthen the professional interpreter community:

- View each team interpreting assignment as a learning opportunity.
- Mentor less experienced colleagues by modeling professional practices and sharing knowledge generously.
- Seek mentorship from peers who are skilled in areas you wish to improve in by asking questions and being genuinely open to feedback.

- Share resources, terminology lists, and reference materials that may help colleagues.
- Approach team interpreting with humility and mutual respect, recognizing that all members contribute essential skills.
- Build trust through reliable performance, professional conduct, and supportive collaboration.

A foundational premise in team interpreting is that all members of the team contribute and share responsibility for the success of the assignment. As a team, interpreters work toward a common goal: delivering cohesive and accurate interpreting. In team interpreting, each member contributes their individual skills while remaining willing to draw on each other's knowledge and support when necessary. This mindset requires being present for each other while interpreting, supporting each other and showing mutual respect and trust among the members of the team.¹⁸

Conclusion

It is NAJIT's position that team interpreting is essential for ensuring high-quality interpreting in complex and lengthy legal proceedings, thereby promoting equal access to justice. This paper shares guidelines for managing and delivering team interpreting services across three critical phases: strategic administrative planning, coordinated performance and support during proceedings, and systematic pre-assignment preparation and post-assignment debriefing.

Administrative planning guidelines ensure that court officers make informed decisions to determine when team interpreting is necessary and how to allocate appropriate resources. Performance coordination strategies enable interpreters to support one

¹⁸Debra Russell, "Team Interpreting Best Practices," 1, <http://intrpr.info/library/russell-team-interpreting->

[best-practices.pdf](#); AIIC, "Understanding Booth Manners."

another while maintaining interpreting quality and mitigating fatigue. Post-assignment debriefings within the interpreting team and between interpreters and administrators transform individual experiences into collective institutional knowledge through systematic review of terminology, strategies, and lessons learned.

By implementing these guidelines, courts and interpreting professionals can fulfill the constitutional mandate for equal access to justice while supporting the interpreters who make this access possible. Team interpreting, properly managed and delivered, strengthens the quality and reliability of interpreting services, ensuring that all participants in legal proceedings can meaningfully engage with the courts, regardless of the language they speak.

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Appendices

Appendix 1: Provision of One Interpreter [LANGUAGE] [DATE] [CASE NUMBER]

TO: Judge, CC: the Judge’s staff,

Your Honor:

[Scheduling entity] has secured the services of a [LANGUAGE] interpreter for the following proceeding. For [TYPE OF HEARING] hearings/hearings expected to last longer than 30 minutes, it is standard practice to provide two interpreters. Working as a team allows interpreters to take turns to maintain accuracy, and to consult and support one another on language and courtroom management issues. Unfortunately, because we have only been able to secure one interpreter for this proceeding, we respectfully recommend that the interpreter be granted a 10-minute break for every 30 minutes of active interpreting.

Respectfully,

[administrator]

[Adapted from Provision of One Interpreter by Court Language Access Services, OJD]

Appendix 2: Interpreter Notice of Reservation

Persons suitably qualified as an interpreter can issue an Interpreter Notice of Reservation under the circumstances stated herein.

If an interpreter working alone, or a team of interpreters, reasonably believes that they can no longer interpret accurately and completely due to circumstances of the assignment, then the interpreters should complete an Interpreter Notice of Reservation and hand it

to the relevant legal authority to be entered into the record.

The Interpreter Notice of Reservation will contain the following information:

- Relevant details of the assignment including booking reference numbers if applicable.
- Time and date of submission.
- Reasons why the interpreter reasonably believes they can no longer interpret accurately and completely.
- Recommendations to satisfy completion of the assignment.
- Name and signature of the interpreter(s).

Upon receipt of an Interpreter Notice of Reservation, the relevant legal authority will:

- Acknowledge receipt of the Interpreter Notice of Reservation on the record.
- Provide a copy of the acknowledgement to the interpreter(s).
- Determine the necessary action.

Appendix 3: Statement of Concern to the Court

“Your Honor, the interpreter respectfully requests to make a statement for the record. Court interpreters are bound by a Code of Ethics and Professional Responsibilities and take an oath before the Court to interpret accurately and completely. Under that Code, interpreters have an obligation to bring any impediment to their performance to the Court’s attention. The interpreter is concerned that, due to fatigue, s/he is no longer able to fully comply with Canon 1 (Accuracy) and Canon 8 (Impediments to Compliance) and therefore cannot continue to interpret alone in this proceeding.”

Appendix 4: Addressing Corrections

Like all major decisions taken during a team assignment, corrections to the record should be made in the name of the team.

Example of a correction on the record: once the support interpreter realizes that assistance is needed and signals the active interpreter to confer as agreed upon during the pre-session conversation, either the active or the support interpreter can request from the Court: “Your Honor, may the interpreter team confer to clarify a term?”.

Once the team has conferred, the correction or clarification to the record should be made in the name of the team: “Your Honor, the interpreter team would like to make a correction/clarification on the record.”