

## **Out of Court Interpreting from TIP**

The U.S. Court Telephone Interpreting Program (TIP) can support USPOs, CJA attorneys and others who need interpreting outside the courtroom in federal criminal matters.

We can:

- 1) Interpreter attorney-client conferences, pretrial and presentence interviews.
- 2) Read petitions to plead, plea agreements and presentence reports to defendant in Spanish and other languages; and
- 3) Translate written communications related to federal criminal cases.

We do NOT transcribe or translate wiretaps, phone intercepts, etc. and we do not serve as experts for one side or the other in proceedings of any kind.

Attorneys wishing to use TIP should:

- 1) Arrange for the clients to have access to a secure phone in a quiet location (Jails are not always cooperative at first, but they get used to it.).
- 2) Call TIP and set up a time. (If documents are to be read, please fax them to TIP.)
- 3) Give TIP the phone number where the client may be reached. (If the client is in custody, it helps to have the name and extension of someone in the jail.)

TIP will read the document to the client, and let the lawyer know right away whenever the client has questions or asks for explanations. If the attorney is unavailable for the reading, the TIP interpreter will take written note of all questions or requests for explanation, relay them to the attorney, and set a time for another attorney-client conference.

All TIP interpreters are federally certified or, for languages other than Spanish, professionally qualified, NOT just language-skilled. TIP interpreting is done in the full simultaneous, real-time mode over specially designed equipment. It is not just a conference call. In the event TIP cannot meet a specific need, we can make referrals to other certified interpreters who are set up to provide simultaneous phone interpreting on a fee for service basis and who will file payment requests on regular CJA vouchers.

For more information or to request interpreting call TIP at:

505-527-6828 (voice) & 505-527-6830 (fax)