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38-Point Court & Remote Hearing Checklist

This is an actionable compliance workflow for arranging legal interpreters and ensuring technical compliance for remote judicial proceedings (post-April 2026).

I. Preparation and Confidentiality (Points 1-12)

P#	Checklist Item	Compliance Rationale
P.1	Conduct a **comprehensive conflict check** against all parties.	Prevent breaches of neutrality and evidence inadmissibility.
P.2	Confirm interpreter OLS Tier (S, A, or B) matches the assignment complexity.	S-Class is mandatory for high-risk IP/Arbitration cases.
P.3	Mandate signing of a **Comprehensive Non-Disclosure Agreement (NDA)**.	Protect confidential documents and digital data.
P.4	Provide materials (**transcripts, documents, glossaries**) a **minimum of one week** prior.	Critical for pre-hearing specialization and risk mitigation.
P.5	Finalize and approve the **legal/technical glossary** 72 hours before the hearing.	Most effective means of mitigating technical misinterpretation risk.
P.9	**Backup Interpreter Arrangement** secured if the assignment exceeds 6 hours, or if SI is required.	Essential for fatigue management and service redundancy.

II. On-Site Protocol and Demeanor (Points 13-25)

P#	Checklist Item	Compliance Rationale
P.13	Arrive at the venue a **minimum of 60 minutes** before the scheduled time.	Allows for equipment setup and last-minute briefing.
P.14	Reconfirm the **court/arbitration rules** regarding interpreter attire, positioning, and protocol.	Adherence to formal procedural requirements.
P.17	Confirm interpreter uses systematic **note-taking techniques** during consecutive interpretation.	Ensures accurate reproduction of the entire utterance.
P.19	Maintain the role of a **neutral conveyor**, refraining from advocacy or side discussions.	Upholds testimony and procedural integrity.

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P#	Checklist Item	Compliance Rationale
P.21	Mandate a 5-minute break every hour (Consecutive) and enforce **rotation every 30 minutes** (Simultaneous).	**Fatigue management** is critical risk mitigation.
P.24	Establish a clear procedure for the interpreter to **immediately intervene and correct** an obvious error.	Ensures real-time error correction and record accuracy.

III. Remote Hearing Technical Compliance (Points 26-38)

(Mandatory Protocol for Virtual Arbitrations and Anticipated Post-April 2026 Tokyo/Osaka Court Remote Hearings)

P#	Checklist Item	Standard	Risk Mitigation Rationale
P.26	**Environment Isolation**	Dedicated, soundproof private room (Analogous to quiet setting required by Osaka protocols).	Prevents unauthorized listening or acoustic interference, preserving evidentiary integrity.
P.27	**Equipment Verification**	Certified studio-quality headset/mic (with noise-cancelling function).	Reduces the risk of misinterpretation due to poor audio quality.
P.29	**Connection Stability**	**Hard-wired internet (Ethernet); Wi-Fi usage is prohibited.**	Eliminates the risk of signal drop-out during critical testimony.
P.31	**Power Backup System**	Connect to an **Uninterruptible Power Supply (UPS)**.	Prevents connection loss due to unexpected power outages.
P.35	**Interpreter Visibility**	Interpreter's camera must be continuously on, clearly showing their face, during testimony.	Proves the interpreter's independent activity and integrity.
P.36	**Workspace Visibility**	Ensure the interpreter's face, hands, and entire workspace are visible via the camera feed.	Proves that no unauthorized assistance or document reference is taking place.
P.37	**Post-Hearing Data Wipe**	Complete the procedure to delete or encrypt all digital copies of confidential materials within 24 hours.	Final confirmation of NDA compliance.