

## **Interpreters' Office Assignment Information for Contract Court Interpreters**

### **Assignments in the Eastern Division (Chicago)**

Please report for your assignment to the Interpreters' Office in Room 1564 both at the start and at the end of your assignment period of service. This includes assignments at the Everett McKinley Dirksen U.S. Courthouse (Courthouse), at U.S. Probation, at U.S. Pretrial Services and at the Metropolitan Correctional Center (MCC).

### **Assignments in the Western Division (Rockford) or at County Jails**

Please report via telephone to the Interpreters' Office at (312) 582-5289, at the start and at the end of your assignment.

### **Period of Service for Assignments**

For morning assignments, plan on arriving at 9:00 a.m. and leaving at 1:00 p.m. For afternoon assignments, plan on arriving at 1:00 p.m. and leaving at 5:00 p.m. For full day assignments plan on arriving at 9:00 AM and leaving at 5:00 PM. This does not apply to assignments involving travel status.

### **Running Late**

If you are experiencing a delay en route to your assignment destination and it is possible that you will not arrive on time, please contact the Interpreters' Office at (312) 582-5289. Outside the Court's normal business hours, call the emergency telephone numbers listed below:

### **Cancelled Assignments**

For cancelled assignments, the interpreter should plan on reporting to the Interpreters' Office for the duration of the assignment period of service, unless on travel status. The interpreter may decline to report to the Interpreters' Office for the cancelled assignment period of service and waive the cancellation fee.

### **Courtroom Attire**

Professional attire is required for court interpreters on assignment.

### **Standards for Performance and Professional Responsibility**

When interpreters are sworn in, they become for the duration of the assignment, officers of the court. In their capacity as officers of the court, court interpreters are expected to follow the Standards for Performance and Professional Responsibility for Contract Court Interpreters in the Federal Courts. A link to the standards can be found [here](#).

[https://www.uscourts.gov/sites/default/files/standards\\_for\\_performance.pdf](https://www.uscourts.gov/sites/default/files/standards_for_performance.pdf)

### **Additional Information**

Additional information on Federal Court interpreting can be found [here](#).

<https://www.uscourts.gov/services-forms/federal-court-interpreters>