

## **Background**

- As part of the self-guided preparation for the Ministry of the Attorney General (ministry) court interpreting test (CIT), the Court Interpretation Unit invites freelance court interpreter candidates to observe court before taking the CIT.
- Candidates are not required to observe court matters before taking the CIT; however, many express an interest in doing so.
- The options included in this document provide opportunities to observe in-person and/or virtual Ontario court matters where court interpretation services may be delivered.
- Whether or not court interpretation services are actively being delivered, court observation gives prospective interpreters an opportunity to better acquaint themselves with Ontario court procedures, terminology, and roles.

## **Guidance on courtroom decorum – PLEASE READ BEFORE PROCEEDING**

- If asked, identify yourself honestly with your full name and why you are attending court (e.g., prospective court interpreter attending for your learning).
- Do not take notes, photos, or recordings.
- Dress in alignment with the dignity of the court (e.g., business or business casual attire, no profanity, avoid logos and political symbols).
- If attending a courtroom in person:
  - you may be required to go through point-of-entry security screening conducted by local police and/or check in with court staff (e.g., interpreter coordinator). You may be asked for government-issued photo identification (Driver's License, etc.).
  - bow upon entering the courtroom.
  - quietly sit and observe.
- For Zoom courtrooms in particular,
  - be mindful of what appears on camera (e.g., words, images, other people).
  - name yourself with your full name and “(Observer),” unless otherwise directed by the local court staff or presiding judicial official.
  - you may be asked to keep your camera on or turn it off.
  - keep your microphone muted unless you are asked to speak.

## **Options for court observation**

*Note: For options 2 and 3, it is not guaranteed that court staff will be able to fulfill every request and they may need time to respond. Please allow time for a response before following up.*

*To help you plan for any of the options, you may want to consult the upcoming Ontario Court of Justice (OCJ) matters listed on the [Daily Court Lists \(ontariocourtdates.ca\)](https://www.ontariocourtdates.ca) website.*

- 1) *Virtual* – you may attempt to join any of the following recurring Zoom courtrooms as an observer; when they are active, there is often an interpreter present:

*How potential court interpreters may observe Ontario court proceedings (Optional Resource)*

- *Waterloo Region Courthouse – Bail Courts* - <https://zoom.us/join>
    - Room 102 (Meeting ID: 636 0441 7898, Passcode: 100102)
    - Room 103 (Meeting ID: 670 5346 3483, Passcode: 100103)
  - *Kenora Bail Court*
    - <https://ca01web.zoom.us/j/69163462214?pwd=R3RCRUxrSThoVXdsT21idGJrdUlyQT09> (Meeting ID: 691 6346 2214, Passcode: 291426)
  - *Kenora Early Resolution Court*
    - <https://ca01web.zoom.us/j/69278154145?pwd=Exigs0JpTDdlN1g5Atzyk2VxMGRldz09> (Meeting ID: 692 7815 4145, Passcode: 607060)
  - *Pikangikum* – sometimes running virtually (e.g., bail matters)
    - <https://ca01web.zoom.us/j/68652311845?pwd=cGNUSEk1endFOXIIUII0cUcvRINIUT09> (Meeting ID: 686 5231 1845, Passcode: 271936)
- 2) *In-person* – visit any Ontario Court of Justice courthouse and let security and/or court staff know that you are interested in becoming a ministry-accredited court interpreter and want to observe a matter that is open to the public. You should be directed to the local court interpretation coordination staff or to an appropriate courtroom.
- Toronto Court Interpretation Unit (TCIU) is located on the 5<sup>th</sup> Floor, Room 100 at the Ontario Court of Justice – Toronto (OCJ-T)
    - #5-100, 10 Armoury Street, Toronto, Ontario
    - Visit the TCIU office to inquire which matters could be observed that day.
  - Brampton (A. Grenville and William Davis) Courthouse - Ontario Court of Justice
    - 7755 Hurontario St, Brampton, ON L6W 4T1
    - Visit the Interpreter Unit, and ideally call them in advance (see #3).
  - Visit Ontario.ca for a list of all court locations and their associated details, such as address, service hours, and contact information: [Ontario court locations, service hours and contacts | Ontario.ca](#)
- 3) Alternatively, candidates can contact any of the following court staff to inquire about upcoming virtual and/or in-person court interpretation that they may observe:
- Toronto Court Interpretation Unit
    - Email: [TCIU@ontario.ca](mailto:TCIU@ontario.ca)
    - Phone: 416-327-5666
  - Brampton Courthouse Interpretation Unit
    - Phone: 905-456-4715
  - Kitchener-Waterloo and Guelph
    - Email: [kitchener.ocj.interpreter@ontario.ca](mailto:kitchener.ocj.interpreter@ontario.ca)
    - Phone: Sydney Deveaux at 519-741-3300 extension 3247
  - Northwestern Ontario
    - Email: [jus-g-mag-nwro@ontario.ca](mailto:jus-g-mag-nwro@ontario.ca) or [jackie.pierce@ontario.ca](mailto:jackie.pierce@ontario.ca)