

Legal interpreting booking checklist



Prevent missed appointments and ensure smooth court appearances

1. Appointment confirmation

- ☐ Date, time, location confirmed
- ☐ Estimated duration shared
- ☐ Purpose (court hearing, client meeting, tribunal)
- ☐ Client name or reference included for invoicing and Legal Aid Agency claims

4. Special considerations

- ☐ Specialist sector expertise
- ☐ Familiarity with subject terminology
- ☐ Technical requirements addressed

2. Interpreter requirements

- ☐ Language and dialect checked
- ☐ Consecutive or simultaneous interpreting booked
- ☐ Security clearance confirmed
- ☐ CRB or enhanced clearance if needed

5. Terms

- ☐ Cancellation policy reviewed
- ☐ Reschedule process noted

3. Logistics

- ☐ Access to court/building instructions
- ☐ ID documents required
- ☐ Contact details for day