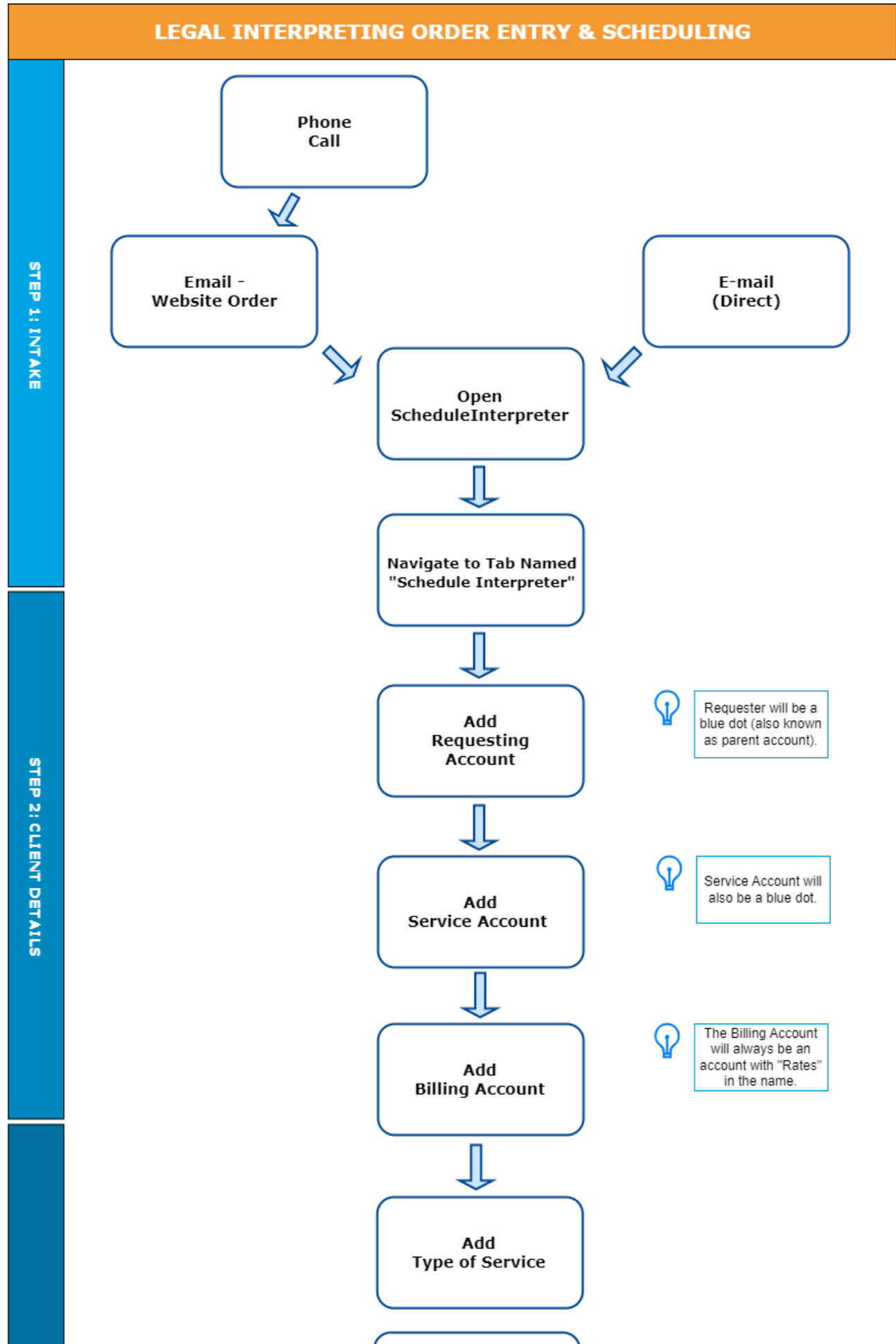


# FLOWCHART - LEGAL INTERPRETING ORDER ENTRY & SCHEDULING



STEP 3: ASSIGNMENT DETAILS

Add Dates, Time,  
& Duration



Duration will affect billing;  
Be mindful and careful  
when entering this.

Add  
Target Language

Add  
Assignment Type

Add Case  
Information

Case Information:

- Case Name
- File Number
- DOL/DOI

Add  
Location



Remote Interpreting (VIS)  
orders must indicate the  
Virtual Interpreting  
Service under Locations.

Add Notes  
(Interpreter  
& Internal)

Add Tags of  
Interpreter  
Qualifications

Submit Order  
in System

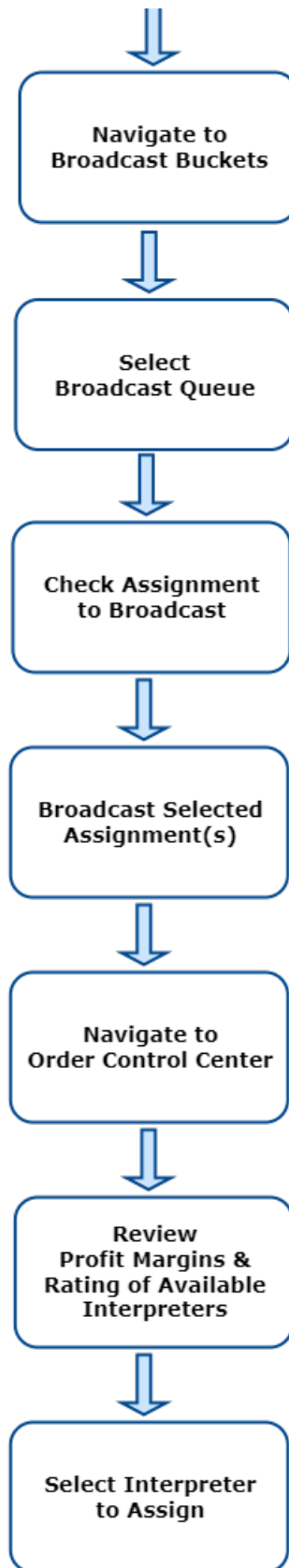
Double Check  
Order Confirmation

STEP 4: INTERPRETER  
QUALIFICATIONS

STEP 5: SUBMIT ORDER

**STEP 6: BROADCAST ASSIGNMENT**

**STEP 7: CHOOSE & ASSIGN INTERPRETER**



Check Journal for any important activity or notes, if needed.

🔄 Revision #1

★ Created Mon, Jul 31, 2023 2:13 AM by Gabriela Garcia

✎ Updated Mon, Jul 31, 2023 2:13 AM by Gabriela Garcia