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| **District Attorney of the County of New York**  **Interoffice Memorandum** |

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| To: | Alison Rives, Language Services Unit Director |
| **From:** | Robert Esposito, Rutgers University Student |
| **CC:** | Ana Solis, Senior Spanish Interpreter |
| **Date:** | Friday, March 15th, 2024 |
| **Re:** | Week 5 Log (March 11th – March 15th) |
| **Tuesday, 3/12** | 9:30am – 10:45am – Read legal translation article  10:45am – 11:15am – Translate domestic incident report (DIR) for ADA Calabro  11:15am – 1:00pm – Shadowed Beverly for ADA Oros  1:00pm – 2:00pm – Lunch  2:00pm – 2:15pm – Read legal translation article  2:15pm – 3:00pm – Shadow Rafael for proffer with ADA Kania  3:00pm – 3:30pm – Reviewed DIR with Ana  3:30pm – 4:30pm – 911 transcription ADA Davidovich |
| **Thursday, 3/14** | 9:30am – 11:15am – Read legal translation articles  11:15am – 12:00pm – Translate three DIRs for ADA Larmon  12:00pm – 12:30pm – Read legal translation articles  12:30pm – 1:00pm – Translate three DIRs for ADA Larmon  2:30om – 4:00pm – Review 911 transcription/translation (ADA Davidovich), DIRs (ADA Larmon), and misdemeanor factual basis with Ana  4:00pm – 4:30pm – Edit DIRs |