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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 22nd, 2024 |
| **Re:** | Week 6 Log (March 18th – March 22nd) |
| **Tuesday, 3/19** | 9:30am – 10:00am – Disability training module  10:00am – 11:00am – Read legal translation articles  11:00am – 11:15am – Update internal units glossary  11:15am – 11:45am – Read legal translation articles  11:45am – 12:45pm – Office interview with ADA Kania, shadowing Ivan  12:45pm – 1:00pm – Read legal translation articles  1:00pm – 2:00pm – Lunch  2:00pm – 3:00pm – Read legal translation articles  3:30pm – 4:00pm – Office interview with ADA Ahmadian, shadowing Ivana  4:00pm – 4:30pm – Read legal translation articles |
| **Thursday, 3/21** | 9:30am – 9:45am – Update internal units glossary  9:45am – 10:00am – Read legal translation articles  10:00am – 10:15am – Review ADA Demartini and ADA Castano cases for upcoming interviews  10:15am – 11:00am – Review strangulation domestic violence presentation  11:00am – 11:45am – Read legal translation articles  11:45am – 12:15pm – Transcribe/translate NYPD interview for ADA Barbour  12:15pm – 12:45pm – Phone call for ADA Khan  12:45pm – 1:00pm – Transcribe/translate NYPD interview for ADA Barbour  1:00pm – 2:00pm – Lunch  2:00pm – 4:30pm – Transcribe/translate NYPD interview for ADA Barbour |