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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 7 Log (April 1st – April 5th) |
| **Tuesday, 4/2** | 9:30am – 10:30am – Study interpreting ethics  10:30am – 10:45am – Review texts to prepare for ADA Calabro screening  10:45am – 12:30pm – ADA Riley office interviewer, shadowing Ivana  12:30pm – 1:00pm – Review legal vocab from office interview  1:00pm – 2:00pm – Lunch  2:00pm – 2:30pm – DIR translations for ADA Robinson  2:30pm – 4:30pm – Study legal terminology |
| **Thursday, 4/4** | 9:30am – 10:30am – Review case information  10:30am – 12:30pm – Shadow Beverly in Supreme Court Part 61  12:30pm – 1:00pm – Screening for ADA Robinson  1:00pm – 2:00pm – Lunch  2:00pm – 2:30pm – Study  2:30pm – 3:30pm – Interpret for ADA Robinson victim interview  3:30pm – 4:30pm – Review interview interpreting performance |