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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, April 12th, 2024 |
| **Re:** | Week 9 Log (April 8st – April 12th) |
| **Tuesday, 4/9** | 9:30am – 10:00am – Study legal translation articles.  10:00am – 11:30am – Transcribe & translate for ADA Simchi-Levi  11:30am – 12:00pm – Review Rikers calls from ADA Pepe  12:00pm – 1:00pm – Review vocab from cases today  1:00pm – 2:00pm – Lunch  2:00pm – 3:00pm – Translate texts for ADA Young  3:00pm – 3:15pm – Study  3:15pm – 3:30pm – Revise ADA Young translations  3:30pm – 4:30pm – Study |
| **Thursday, 4/12** | 9:30am – 1:00pm – Study cases and vocabulary  1:00pm – 2:00pm – Lunch  2:00pm – 4:30pm – Study vocabulary |