

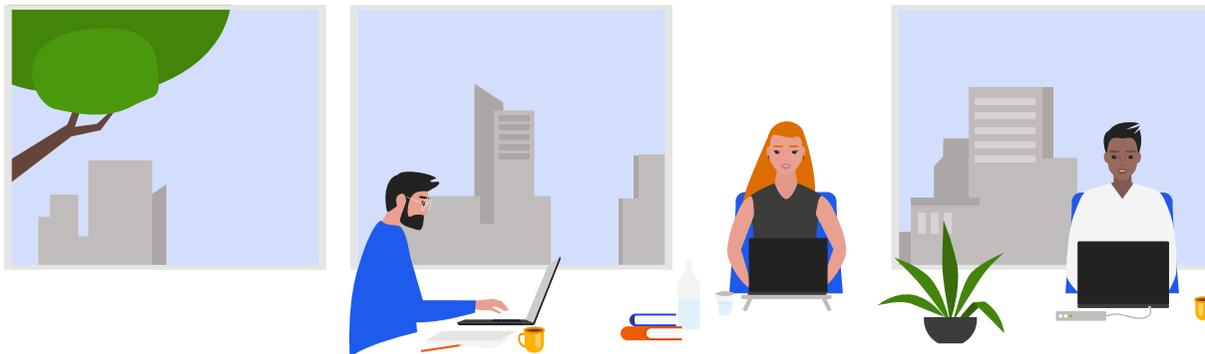
Your guide to legal translation and what every good law firm should know.

Welcome to City Legal Translations, a specialist, award-winning legal and financial translation and interpreting company.

With over 35 years in the business, City Legal Translations has unrivalled experience as legal and financial translation specialists.

As an approachable and friendly agency, we have more than 2,000 translation experts, including many former lawyers and solicitors. Our professional translators are assigned by matching mother tongue language skills, qualifications and subject expertise as closely as possible to clients' requirements.

With a reputation for exceptional customer service and a real commitment to accuracy you can rely on a firm who truly understands the idiosyncrasies of the legal and financial industries. City Legal looks to forge strong client partnerships with law firms, financial institutions and global banks who are as meticulous about translation as we are!



Did you know...

City Legal have worked for 19 of the UK's top 20 law firms and 7 of the top 10 global firms.



**“
City Legal has a
100% satisfaction rate
according to our
latest client survey.”**

Legal Translation and What Every Good Law Firm Should know

At City Legal, we've worked for 19 of the UK's top 20 law firms and 7 of the top 10 global firms. Of our top 10 clients, nine have a history of working with us for at least five years.

With these impressive credentials under our belt, we have created our very own City Legal Translation Guide to demystify the process and provide advice to members of the legal community seeking translation services.

Find out about the different types of language services, how to ensure a document is a true and accurate translation of the original as well as translation project timescales and costs.

We are delighted to include expert advice from Geoffrey Bowden, General Secretary of the European Union of Associations of Translation Companies (EUATC).



Written or spoken? Knowing your requirements

When it comes to commissioning language services, it pays to know a little about the different types available.

Language Services

Translations for the legal sector need to be precise, accurate and exact with confidentiality at the heart of the process. Expertise varies according to the format – whether it's the written word or the spoken word. If you want to interact with people in a foreign language on the spot you need an interpreter and if you are working with text, you need a translator. Both services can be provided by a language service provider.

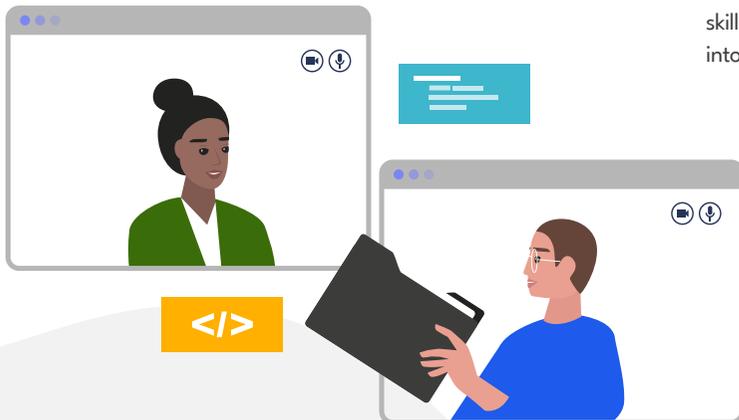
Protect and preserve your reputation as well as act in your client's best interests by using a highly skilled, qualified legal translator who translates into their mother tongue.

Legal Translation

Translation refers to the translation of the written word, and the scale, depth and range of documentation required is immense.

Not surprisingly, choosing a translator who has specific experience of your sector will not only ensure accuracy and precision but will also speed up the process. They will be familiar with terminology and styles of writing and will also have a wider knowledge of specific legal systems and areas of expertise.

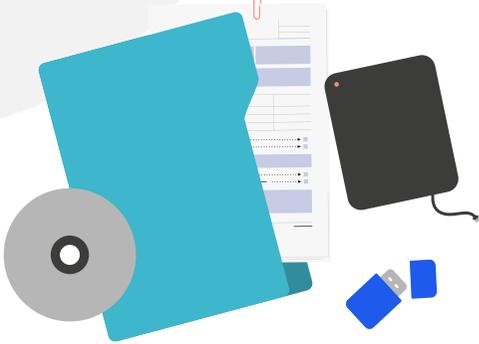
For example, in complex contract law scenarios it is important to pay attention to the small print while slight nuances in the language could be the crucial difference between a patent being accepted or rejected. For documents that are very personal to an individual, such as a marriage certificate, precision is key, especially if the document is required by law to verify identity.



**For more information visit citylegal.co.uk
or to talk to one of our experts call **01329 828438****

Types of Documentation

- Court documents such as judgments, witness statements, evidence
- Patent documents
- Certificates such as marriage, birth, death, police checks, degree
- Contracts
- Financial documents: annual reports, balance sheets, fund prospectuses
- Company formation documents such as articles of association, memoranda
- Wills
- Insurance documents



Legal Interpreters

Legal interpreting is orally translating the spoken word. This has to be carried out in a completely accurate and non-biased manner. The way in which a person's spoken words are interpreted can affect, change and sometimes even alter the course of a court case. A court room interpreter will help legal proceedings run smoothly by ensuring that the participant can be easily understood.

Interpreters can be used in court, for business meetings, for immigration matters or for medical appointments. There are different types of interpreting including simultaneous (conference), consecutive, telephone, remote and video interpreting. Find out which type you need. Interpreters registered with the National Register of Public Service Interpreters (NRPSI) may be required in certain cases to ensure standards of professional conduct and practice.

Legal Transcription

Transcription is the art of ensuring the spoken word is accurately converted into the written word. There are many different forms of legal transcription, whether it be court transcription or the transcription of oral evidence. Transcription may be in English or a foreign language, which later may require translation.



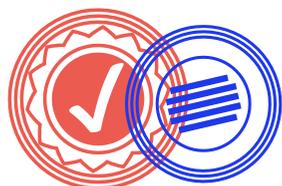
Did you know...

On-time translations were cited as the number one priority for law firms according to City Legal's Client Satisfaction Survey.



Certifications and notarisation - what you need to know

Guaranteeing that a document is a true and accurate translation of the original is important for items such as birth or marriage certificates or where documents are intended for official use.





A professional language service provider with membership of the Association of Translation Companies will be able to support clients with these requirements.

Company Certification

This states that the translation is a true and accurate version of the original document. This bears our company's stamp and is signed on the translator's behalf by one of our team. This is the most common option requested by clients.

Sworn Translation

This involves taking the translation to a solicitor to swear it's true and accurate. The translation and the original document(s) come with an affidavit and exhibit sheets.

Notarised Translation

This involves taking the translation to a notary public to swear it's true and accurate. The translation and the original document(s) are bound to the affidavit and exhibit sheets.

Notarised Translation and Apostille

This involves taking the translation to a notary public to swear it's true and accurate. The translation and the original document(s) are bound to the affidavit and exhibit sheets. The translation is then forwarded to the Foreign Office for the apostille.

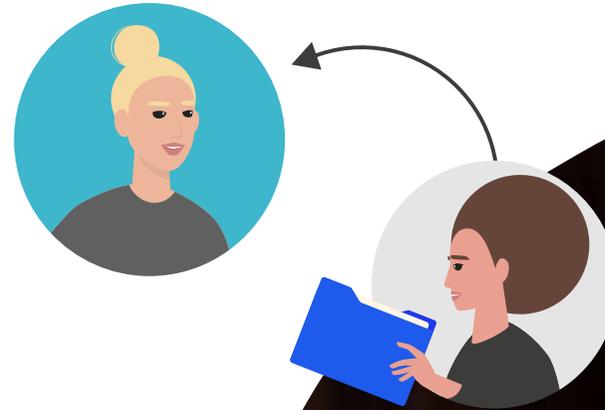


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It is important to check with the country requiring the certified translation whether it needs to be legalised by the Foreign and Commonwealth Office.”

Why use a professional translator?

When clients ask why it's crucial to have legal documents translated professionally, our response is that an incorrect translation can have extremely serious consequences.

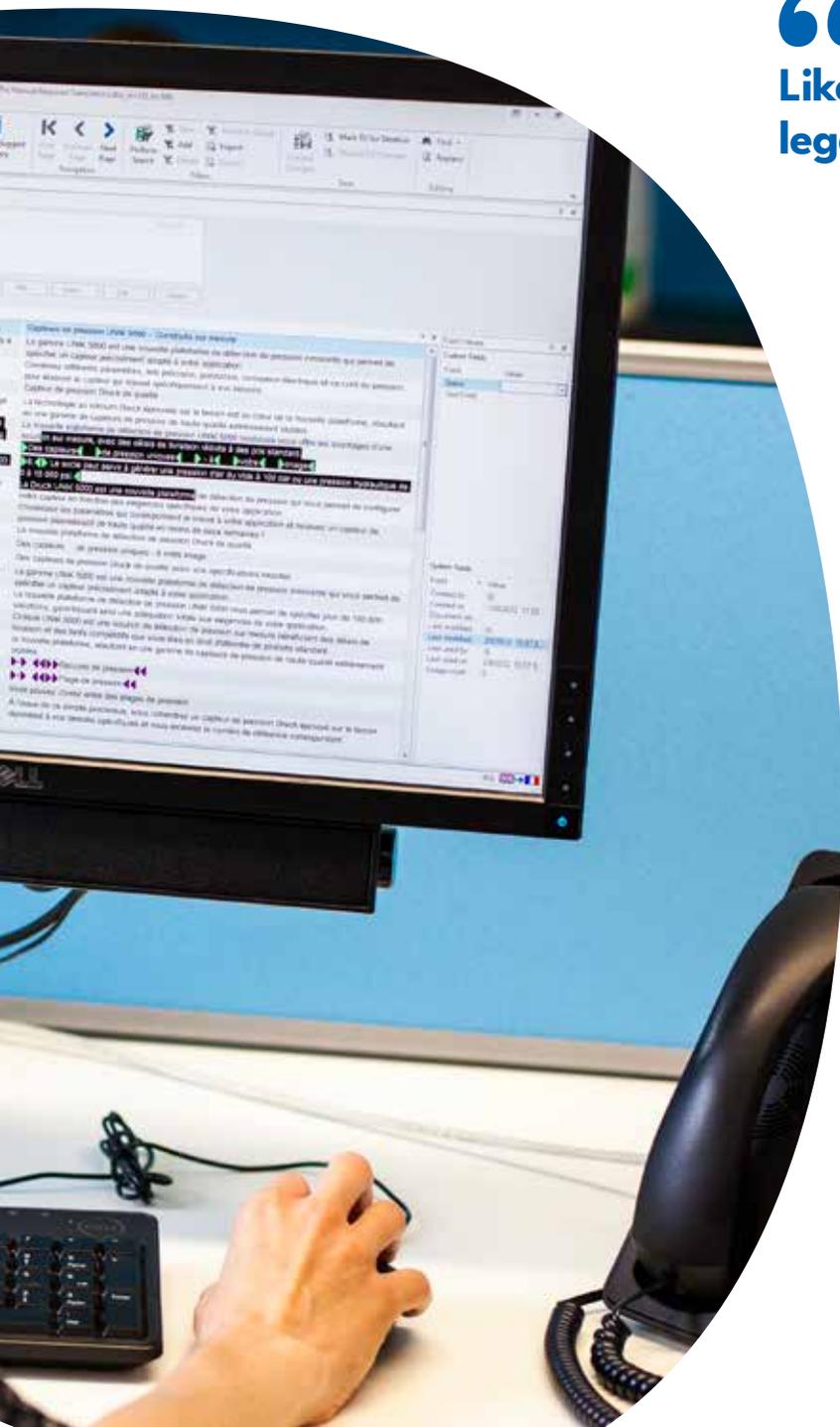
Translation and the law are very different entities but the word of the law must be correct in any language, whether it's a statute, contract, patent, will, lease, confidentiality agreement or a witness statement.



Did you know...

City Legal works with more than 2000 legal translation experts and supports over 600 language combinations.





“

Like any other written documents, legal documents can contain nuance.”

So, why is it not straightforward?

Ensuring that legal terms are correct in the language they are being translated into is vital. You don't need to be in the legal profession to know that words, which are ostensibly the same, can have multiple meanings.

For example:

Patent

The legal right to manufacture, use or sell an invention. OR A shiny type of leather.

Binding

Something that is bound by law. OR An attachment that anchors a ski boot to a ski.

Award

Amount of damages assessed by a court. OR A type of prize for a good performance.

If the English language is so complex, think how this might work in other languages.

Like any other written documents, legal documents can contain nuance, intentionally included in order to persuade or influence. Maintaining that nuance isn't always easy and demands close attention by experts in both the law and linguistics.

Similarly, the law is open to interpretation. By 'interpretation' in this case, we mean how it is understood legally, not linguistically. Clarity is vital, in order to avoid confusion and misinterpretation.

What are the consequences for not using a professional legal translator?

Inaccurate evidence leading to wrongful convictions and jeopardising reputations, finances and even lives. Businesses made or lost. Properties being sold at the wrong price, or to the wrong person.

These are not sensational examples, they are very possible if legal documents are not translated correctly and professionally.

A step-by-step guide to the translation process

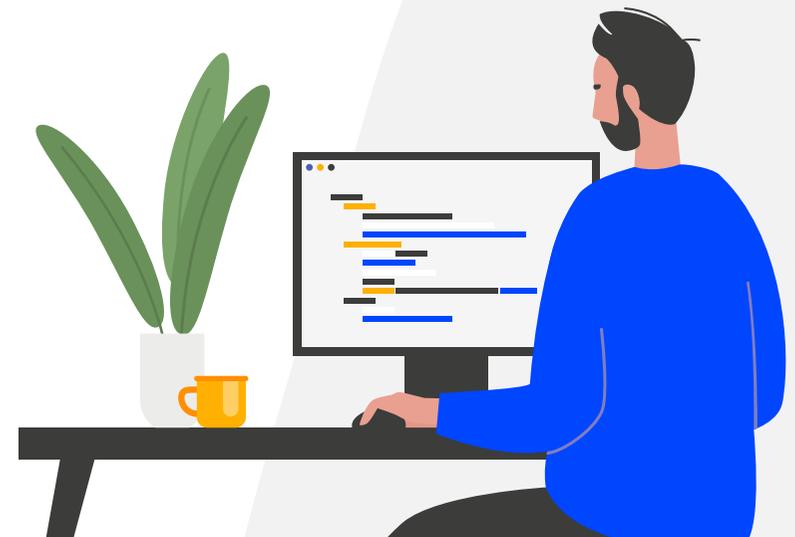
Whether you've worked with translators in the past or you're considering using a translation company for the first time, being 'au fait' with the process will help you get the most from it.

Here's the translation process in a nutshell. Knowing what to expect and when will ensure you get the best possible outcome.

At City Legal we provide professional translation services. For over 35 years our clients have trusted us to support them with their translation requirements. We have passed and gained many industry standards and accreditations and we only use qualified and competent translators.

We are passionate about each of our language services and the team shares a unique and friendly approach to business, ensuring that we go that extra mile when completing work for our clients.

For more information visit citylegal.co.uk or to talk to one of our experts call **01329 828438**

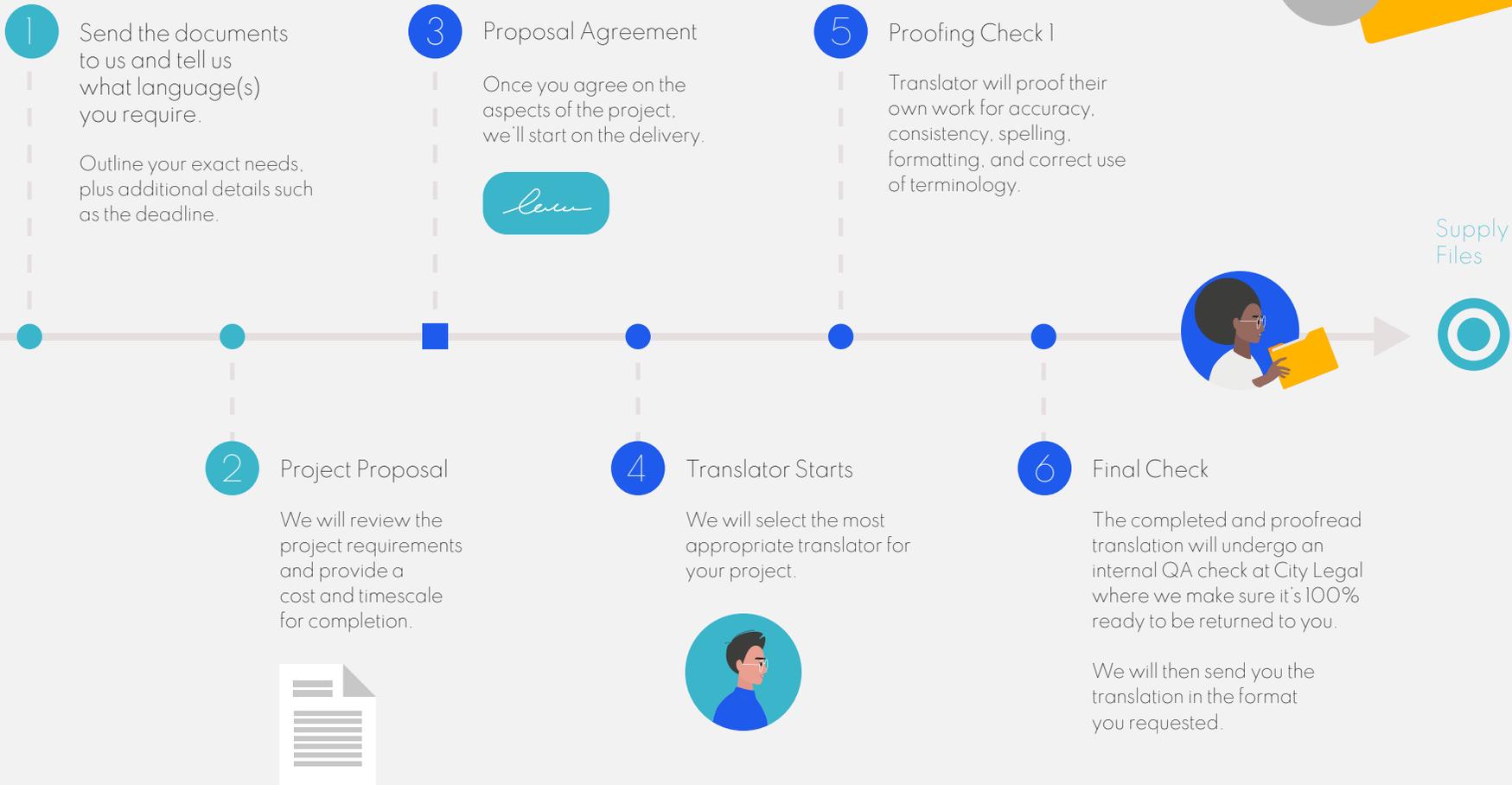


We understand there is not a one-size fits all approach to translation. Therefore, City Legal also offers the following Translation Service Levels:

- Translation Only
- Translation, Editing & Proofreading (TEP)
- Creative (Localisation & Transcreation) via our sister company Intonation Ltd (in case the need ever arises)

We're also happy to arrange a call and talk through your individual project and put in place a workflow that covers everything you need.

Translation only workflow



Focus with Geoffrey Bowden

Buying language services can be both daunting and confusing. Geoffrey Bowden, General Secretary of the European Union of Associations of Translation Companies (EUATC) offers some useful advice about how to get the best results.



Geoffrey Bowden

General Secretary
of the EUATC



EUROPEAN
UNION OF
ASSOCIATIONS
OF TRANSLATION
COMPANIES

For more information visit euatc.org

Geoffrey was the General Secretary of the UK Association of Translation Companies for over 30 years and is now General Secretary of the EUATC.

The EUATC represents the interests of translation companies across Europe and also serves the needs of translation purchasers.

Geoffrey said: “Anyone commissioning language services, be it translation or interpreting, needs to be certain that they are entrusting the work to an LSP (Language Service Provider) that takes its responsibilities for accuracy seriously.

“There is no such thing as a rough translation or an approximate interpretation of what’s being said.

“City Legal is a leading member of the UK’s Association of Translation Companies and has rightly earned a reputation for being a trusted language partner.”



Frequently asked questions

How do translation companies price their services?

Some companies charge by time, some by line, page or number of words. At City Legal Translations, the pricing structure is per thousand words.



Does the cost of translation vary from language to language?

Yes, because of the availability of good quality translators. Countries where there are low levels of population such as Iceland are usually expensive. While countries where the cost of living is high, such as those in Scandinavia, generally cost more. Japanese translations are also pretty expensive too.

Is it necessary to use a specialised translation company?

Legal translation is highly technical, requiring a specialist familiar with the subject matter and terminology. To ensure you receive an accurate service that you can trust, it is vital that you use a specialist translation company.

Here's some questions and answers that may help you understand more about City Legal's translation services.

How do you ensure that my sensitive documents will be kept safe?

You can trust us with the most confidential material. Our professional team of linguists are aware of the need for client confidentiality at all times and they are committed to ensuring the safety and confidentiality of any documents or information shared throughout the translation process.

My client requires their documents to be translated into numerous different languages, how many combinations do you offer?

We work with more than 2000 translation experts and support over 600 language combinations.

How can I be assured of translation quality?

City Legal is an accredited agency and is a member of the Association of Translation Companies (the governing body for translation in the UK).

We are also happy to provide translation samples of up to 300 words. We'd recommend that you run these samples past a trusted, language-sensitive native speaker for a second opinion.

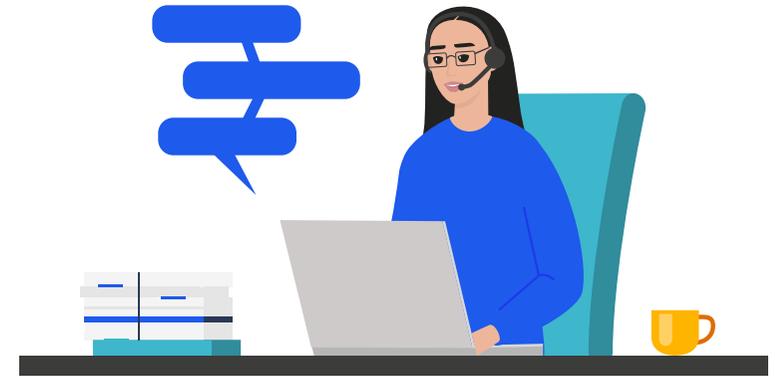
You'll get best results from developing an on-going relationship with a translation company. The longer you work with them, the better they will understand your requirements.

For more information visit citylegal.co.uk or to talk to one of our experts call **01329 828438**



Other Services

In addition to providing expert legal and financial translation, interpreting and transcription, City Legal offers a full range of language services. These include:



Business Card Translation



Foreign Language SEO



Proofreading



Subtitling and Voiceover



Technical Translations

Through our sister company Intonation, making us ideally placed if you're working on a case with technical content.

intonation.com



Language Training

Through our sister company LSI Education.

lsi.edu



Design and Web Services

Through our sister company ICG.
icg.agency

For more information visit citylegal.co.uk
or to talk to one of our experts call **01329 828438**





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