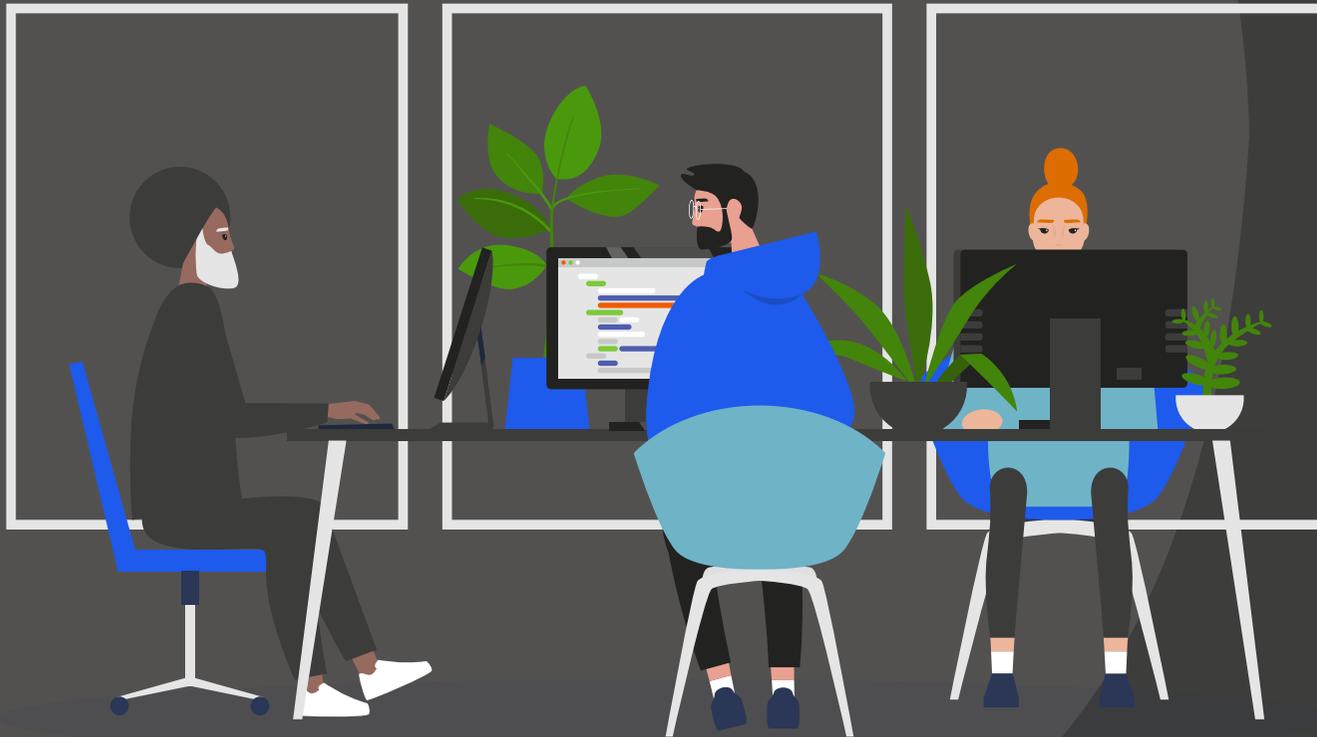




City Legal
Legal Translations



**Your expert
guide to patent
translation.**

A specialist legal and patent translations company with more than 35 years' experience.



Our sister company **Intonation** specialises in the **technical side of intellectual property** and **patent related translations**.

In today's intellectual property market, meticulous patent translations are essential. Requiring an eclectic set of skills and highly specialised experts, patent translation is a complex field to navigate.



Differing from other forms of translation, patent translators not only require mother tongue language skills, but also expert technical knowledge and fluency in specific patent terminology.

Here at City Legal Translations we understand the technicalities and complexities of intellectual property and patent litigation documentation.

We are one of only a few translation companies with an in-house patent translation team and our vast experience working alongside global law firms ensures that our translators understand the documents they are working on both technically and linguistically.

We're such experts in the field of patent translation we even get other translation agencies asking for our help!

Patent translation and what every good law firm should know.

- We've worked for 19 of the UK's top 20 law firms and seven of the top 10 global firms.
- Of our top 10 clients, nine have a history of working with us for at least five years.
- Translation of 15 million words of patent related documentation last year alone.

With these impressive credentials City Legal has created a comprehensive Translation Guide to provide advice to members of the legal community seeking patent translation services. There is also expert advice from Geoffrey Bowden, General Secretary of the European Union of Associations of Translation Companies (EUATC).

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

Patent translation – what you need to know

Did you know...

We're such experts in the field of patent translation we even get other translation agencies asking for our assistance!

Guaranteeing that a patent document is a true and accurate translation of the original is vital.

Translations for the patent sector need to be precise, accurate and exact with confidentiality at the heart of the process.

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

Patent 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 legal terminology and styles of writing and will also have a wider knowledge of patent documentation and areas of expertise.

Requiring direct, clear and concise language, a patent translation needs to describe exactly what the original text states, without including cultural equivalents or approximations in the target language. Make sure you use a translator with an in-depth knowledge of the law, the patent requirements of each country, the home tongue of the application or disclosure and knowledge of specific terminology.

Timescales

Translators usually translate approximately 2000 words per working day. By giving your translation company enough time to handle your documentation, you can be assured of the absolute best quality work, using the right specialists for the job. For more urgent applications, documents can be split between multiple translators.

Sworn Translation or Affidavit

A sworn translation may be necessary for official documents, intended to be used abroad or required for use in a court of law. An affidavit is a sworn statement in which the translator testifies that the attached translation is a true and accurate translation of the original document.

Certification

It is possible that you may be asked for the translation to be certified, handled by a certified translator, sworn or even notarised. You should ensure the company you use for translation is an accredited one - City Legal, for example, is a full member of both the Association of Translation Companies and the Institute of Translation and Interpreting. These are both benchmarks of quality in the UK translation industry and recognised at government level.

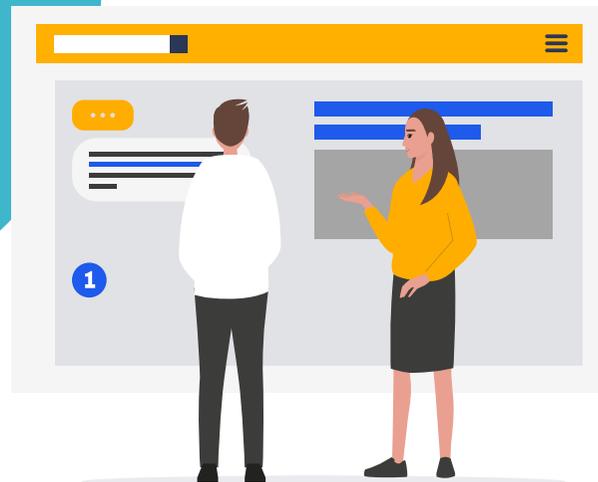
Supporting patent litigation needs



Patent documents we translate:

- ✓ Office action documents
- ✓ File history/file wrapper documents
- ✓ Other non-patent literature
- ✓ Applications
- ✓ Prior art
- ✓ Abstracts
- ✓ Claims
- ✓ Descriptions and drawings
- ✓ Trademarks

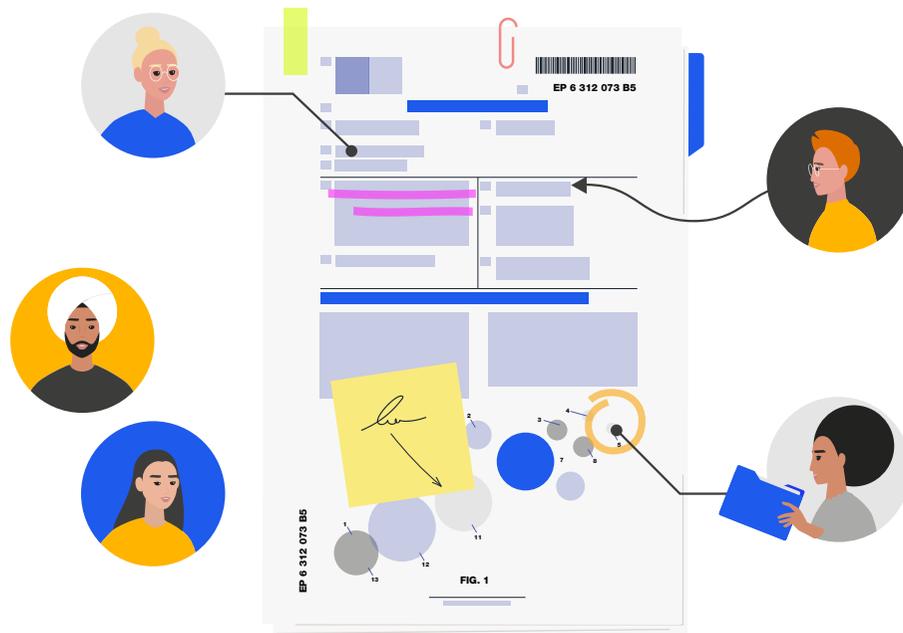
With patent infringement suits frequently involving defendants from across the globe, specialist patent translation companies play a vital role in ensuring the process is watertight.



Here at City Legal, we are one of only a few companies with an in-house intellectual property translation team.

We recognise the importance of high quality translations for patent litigations across global jurisdictions, trademark disputes and IP document reviews.

With a wealth of expertise delivering translations in connection with IP enforcement activities, our in-house team of industry experts create defensible, tailored, end-to-end translation solutions for all legal and litigation requirements.



The depth of knowledge we maintain regarding jurisdictions around the world, serves as a dynamic advantage for our clients and our vast experience working alongside global law firms, enterprises and legal professionals makes us the ideal partner for even the most complex and specialist patent translation tasks.

Our team is fluent in specific patent terminology and when it comes to selecting a translator for your project we carefully match each mother tongue linguist to their unique field of technical expertise to ensure they understand the documents they are working on both technically and linguistically.

Did you know...

We've worked for 19 of the UK's top 20 law firms.



We translate patent information for litigation purposes including:

- + Opposition
- + Infringement suit
- + Invalidity suit, etc.

A step-by-step guide to the translation process

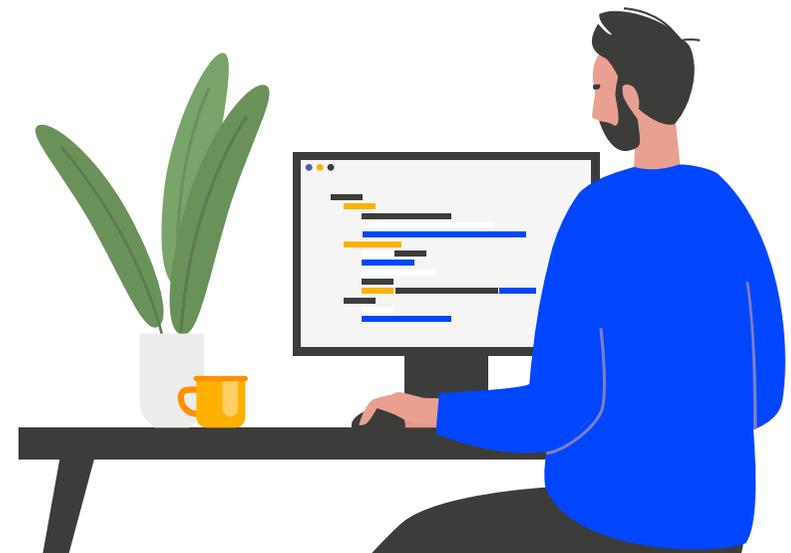
Whether you've worked with translators in the past or you're considering using a translation company for the first time, being 'au fait' with the process will help you get the most from it.

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

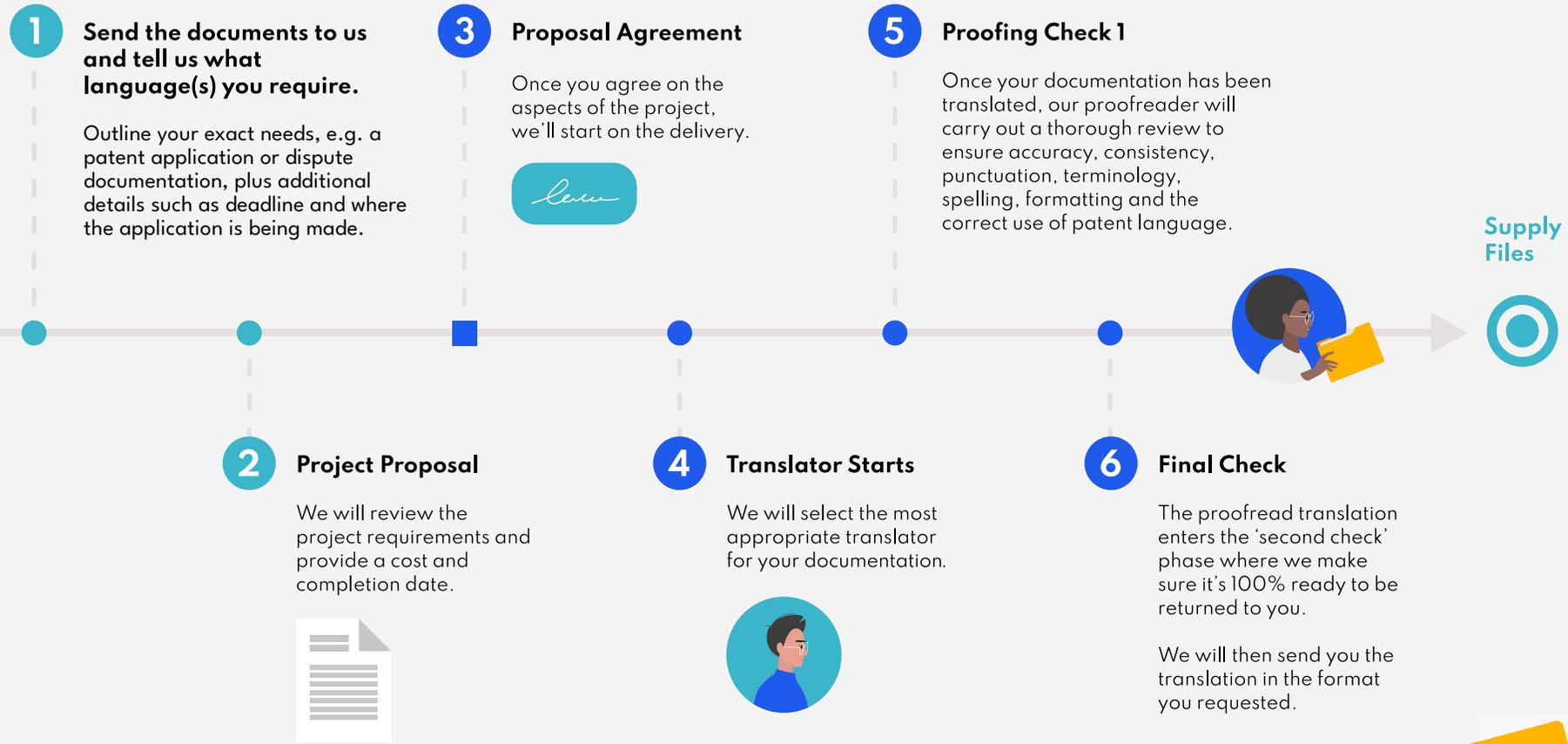
At City Legal we provide professional translation services. For over 35 years our clients have trusted us to support them with their translation requirements. We have passed and gained many industry standards and accreditations and we only use qualified and competent translators.

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**



City Legal's bespoke patent translation workflow



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.



Why choose City Legal?

We are one of the world's top specialist translation companies. We understand that your project requires a tailored solution with an individual approach.



We've worked with 19 of the UK's top 20 law firms and 7 of the top 10 global law firms



We support over 600 language combinations



One of the UK's fastest growing language service providers



Multi-award-winning translation and interpreting company



Of our top 10 clients 9 have a history of working with us for at least five years





ISO 9001 Certified



Access to our dedicated client platform



Established for over 35 years



Professional Memberships
Association of Translation Companies,
Institute of Translation and Interpreting



All translators have a minimum of 5 years' professional experience



100% client satisfaction, according to our latest client satisfaction survey

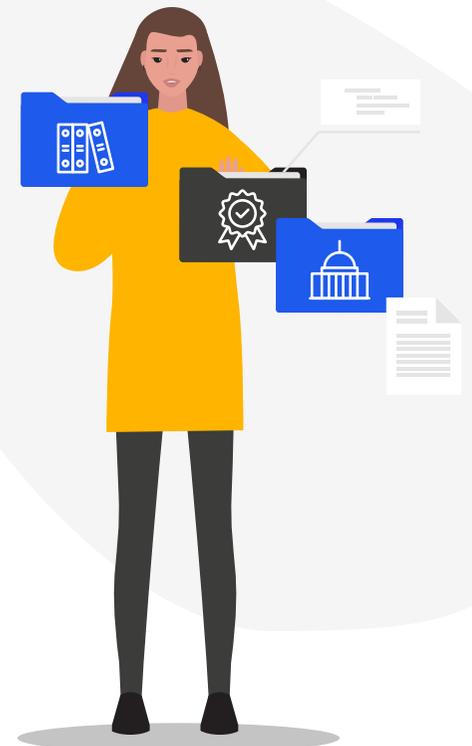


Our team has a combined experience in excess of 150 years



All translators translate into their mother tongue

For more information visit citylegal.co.uk
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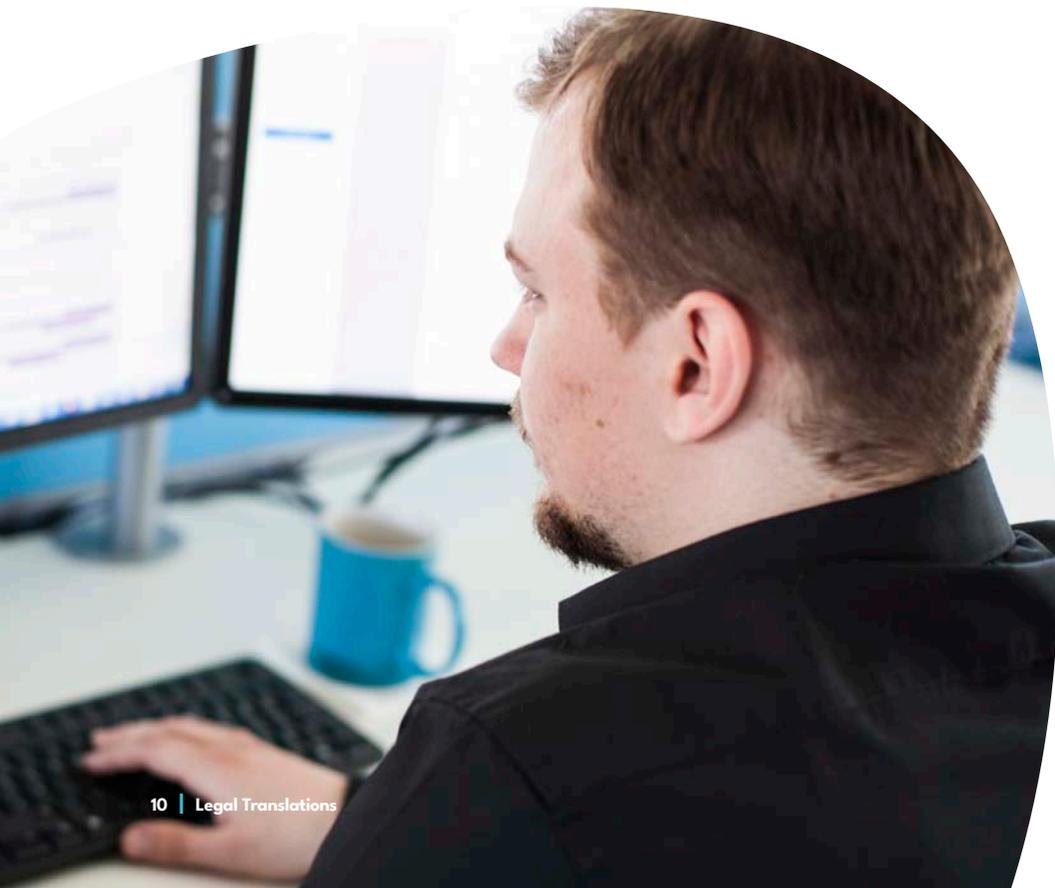


Did you know...

We translated 15 million words of patent related documentation in 2021.

City Legal's Services

With a reputation for exceptional customer service and a real commitment to accuracy of terminology, style, formatting and technical competence, you can rely on a firm with passion and commitment for clear, accurate translations at an affordable price.



Translation Services

City Legal Translations is the benchmark for quality in the legal and financial translation industries.

All our translators are subject area experts, with a minimum of 5 years' professional experience translating solely into their mother tongue. We work closely with our clients to provide a bespoke, confidential service, unparalleled in its expertise and accuracy.

We can offer translations in over 600 language combinations of all types of legal and IP documentation - from certificates to contracts or affidavits to articles of association. We cover all areas of law, including corporate and commercial, employment, family, immigration and many more.

As full members of the Association of Translation Companies and Institute of Translation and Interpreting, we are able to provide all levels of translation certification, including notarisation, legalisation by the FCO or swearing on affidavit and are happy to talk through the process with you at any time.

We can translate all types of legal documentation, including:

- **Contracts**
- **Certificates**
- **Corporate Documentation**
- **Judgments**
- **Patents**
- **Wills**



Interpreting Services

At City Legal Translations we understand the importance of using impartial, professional, expert interpreters and, with over 35 years' experience, you can rely on us to get it right, every time.

Our interpreters are experts not only in the spoken word but also with the cultural issues, expressions and legal etiquette required for every unique assignment. Our clients' needs are our priority and as such our interpreters are handpicked according to their individual skills and experience - spoken language, subject matter, country knowledge and location.

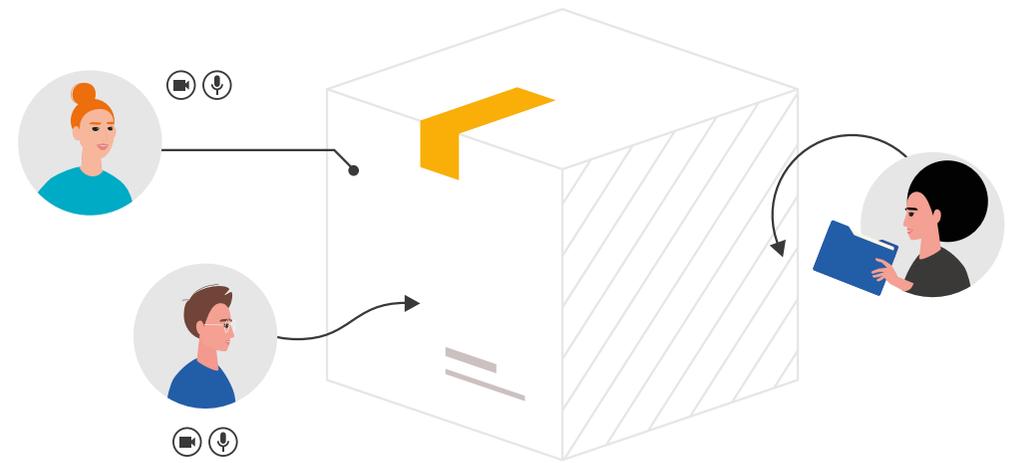
So what is interpreting? Interpreting is the art of orally translating the spoken word between (usually) two languages and must be carried out in a completely accurate and non-biased manner.

We provide interpreters for courts, business meetings, to assist with witness statements, immigration matters and for conferences. We can provide interpreters on the National Register of Public Service Interpreters (NRPSI) upon request and can also offer interpreters at Legal Aid rates, where appropriate.

We can offer all types of interpreting, including:

- Simultaneous interpreting
- Whispered interpreting
- Ad-Hoc interpreting
- Consecutive interpreting
- Telephone interpreting
- Remote video interpreting

We can also provide assistance with interpreting equipment, should it be required.



Transcription Services

At City Legal Translations we work alongside the legal profession to provide an accurate and efficient legal transcription service.

From Police and Criminal Evidence tapes (PACE) through to witness statements, court transcription and tribunals, we can assist you with transcription. All our work is carried out by mother tongue transcribers and is checked by a second checker before return to the client. Our pricing is competitive and, with the achievement of a 100% customer satisfaction rate according to our latest Customer Survey, you can have real confidence in our ability to handle your transcriptions with precision, accuracy and care.

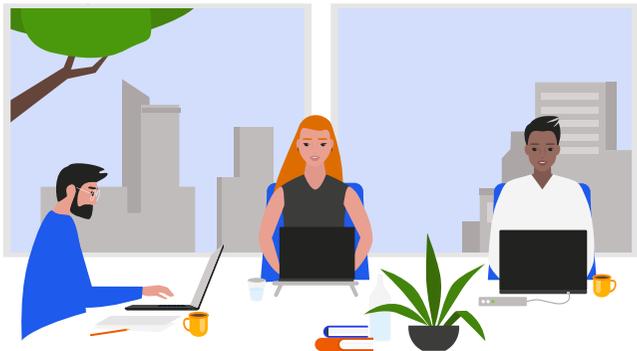
We are happy to provide transcriptions in any language required and can offer a translation service for transcribed text. We can offer time-coded transcriptions and are happy to work from most formats, including WAV, MP4, AAC, CD, DVD and even good old VHS videos and audio cassettes!

We can work with any format, including:

- Audio Files (including WAV, MP3, AAC)
- Audio Cassettes
- CD & DVD
- PACE tapes
- Video Cassette

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**





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An **Intereurope** Company



Association of
Translation Companies
DEFINING STANDARDS OF EXCELLENCE



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