

Translation Checklist for the Courts

		Yes	No	N/A
1	Review and prepare documents for translation			
	Is the English language source file of high quality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is the document in plain language and free of errors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Has the document been copyedited and properly formatted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is the document consistent regarding terminology?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is the document culturally competent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Have all rule or legal citations been double-checked for accuracy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Send out documents for translation			
	Is the court working with a professional translator/translation provider?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is the translator certified by the American Translators Association?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are there clear instructions about the document?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Have you shared the document's purpose and intended audience?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Receive and review translations			
	Have you asked a bilingual staff person to review the translation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is the translation grammatically correct with no typos/misspellings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is the translation an accurate translation of the source file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is the translation legally and substantively accurate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Does the translation meet the needs of the target audience?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Finalize translated documents			
	Has the translated document been formatted and reviewed again in its final format?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Has the translated document's readability been maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Has a bilingual proofreader done a final check on the translation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Post and disseminate translated documents			
	Is the translation posted on the court's website?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is the translation accessible to other courts, justice partners, and community-based organizations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Has the translation been shared with LEP court users and the public?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Monitor existing translations, track updates needed, and identify additional materials for translation			
	Is there a process for storing translations and original documents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is there a process for tracking updates in a timely manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Does the court ensure that minor updates are made by the translator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Does the court ensure that major updates are made by the translator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are additional vital documents identified for translation			
	→ as they are developed in English?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	→ as resources become available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>