CHICAGO VOLUNTEER LEGAL SERVICES

Because equal access to justice is everyone's fight

Instructions for Translating a Document

Thank you for volunteering your time to assist with the translation of important documents for our immigrant clients. The work you do plays a critical role in ensuring they have the documentation needed for legal and personal purposes. Here are the steps to guide you through the translation process:

Step 1: Review the Original Document

- Begin by carefully reading through the original document in its entirety. Familiarize yourself with the content and structure of the text to ensure that you understand its meaning and context.

Step 2: Translate the Document

- Looking at the Sample provided, in places where the sample contains an "X," replace it with the appropriate English translation. Be sure to capture the key information accurately.
- If there are any abbreviations or terms you are unfamiliar with, do your best to find their correct English equivalents, especially for legal or official terms. If necessary, consult reliable sources or ask for clarification.
- If a word is unclear or you can't read it, then write [Illegible]

Step 3: Review Your Translation

- After translating, review your work to ensure accuracy. Double-check names, dates, and other important details.
- It's always good practice to have a second look or even ask a peer to review your translation if time allows.

Step 4: Certification of Translation

- Sign the certification section with your full name and contact details. This ensures that the translator's identity and qualifications are clear.

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Step 5: Final Review and Submission

- Once you've added your certification and contact information, do one final check for clarity and completeness.
- Submit the translation as required to Julie at JPellerite@cvls.org or the volunteer requesting assistance.

THANK YOU!

We greatly appreciate your time and effort in assisting with this important task. Your volunteer work helps immigrants move forward in their journeys, and your skill and attention to detail make all the difference.