



Office of Language Access
Office of the Colorado State Court Administrator



Translation and Bilingual Signage Policy

I. Introduction

The Office of Language Access (“OLA”), through its Translation Department (“TD”), manages the production of official translations for the Colorado Judicial Department (“Department”). The TD’s objective is to provide official translations of written materials issued by, or delivered to, the courts. Written materials include, but are not limited to, court forms, signage, website content, personal correspondence and audiovisual scripts.

II. Authorized Document Translation

The translation of vital documents commonly used in court proceedings, non-English written statements provided to the court, signage required in courthouses, and any other written communication required in the courts shall be completed in accordance with this policy.

The courts are not authorized to provide and/or pay for the translation of court files or audio files, transcripts of court hearings or other case-specific materials. The scheduling of services, submission of translated materials and all associated costs for these translations are the responsibility of the parties in interest. Certified translators may be found at www.atanet.org.

III. Authorized Signage Translation

The OLA ensures that signs are posted regarding the availability of interpreter services in English and those languages most commonly requiring interpretation in that jurisdiction to facilitate access to the courts and probation services by LEP individuals.

The TD works with Department personnel to identify required translations of signage and manages the prioritization, translation and distribution of signage translations.

IV. Translation Department Staff

The TD was established to provide the Department with accurate and consistent translations. The TD is staffed by two Spanish Court Translators and the TD Managing Interpreter who together ensure the translation, editing and revision, proofreading and formatting of all documents. The TD Manager prioritizes and coordinates translation projects in all languages. The TD also provides expertise in the development of policies and best practices related to document translation for the OLA.



The OLA requires that translators possess one of the following credentials:

- Translation Certification through the American Translators Association, the United Nations, or the U.S. Department of State; or
- A degree or certificate from an accredited university (if in the USA) or the equivalent (if from another country) in translation/linguistic studies, or equivalent experience as a translator.

In addition to the credentials listed above, a translator may also be a certified interpreter through a state administering exams of the National Center for State Courts, through the US Federal Courts or the National Association of Judiciary Interpreters and Translators.

Staff translators serve as editors of another translator's work product on Spanish <> English projects, and the TD Manager, a certified Spanish Interpreter, serves as proofreader.

V. Translation Determination

The Language Access Administrator ("LAA"), working collaboratively with the TD, shall proactively identify the documents most in need of translation, as well as the languages into which those documents are most needed. When making this assessment, the LAA should consider the current inventory of translated documents by language. In particular, the LAA and TD shall review the documents that have already been translated into Spanish and determine a priority order for translating the documents into Languages Other Than Spanish ("LOTS"). When deciding which new documents should be translated into Spanish and LOTS, the LAA and TD should consider the factors listed in VII.B.

In addition to requests received, the LAA and TD shall consider a variety of sources when prioritizing the types of documents that need to be translated and the target languages for these documents, including the Department's administrative offices and external entities (including attorneys and Bar Associations); the Court Processes and Resources Unit ("CPR") of the Judicial Department's Court Services Division; and Managing Interpreters.

VI. Translation Process Overview

The translation process consists of the following four stages:

A. Initial Review & Prioritization

Initial Review is the process of reading through each document or form that has been submitted to the TD to determine if it is suitable for translation and to identify if there are impediments to the process (e.g., incoherent or vague text, language inconsistencies, etc.). If required, the TD will request that the original author(s) clarify ambiguities before the translation process begins. Approved translation jobs are prioritized for completion.



B. Translation

Translation is a process that may take place over time in which a written document in a first language (source text) is produced as a written document in the second language (target text or translated text) conveying the same meaning. Translation may involve the use of professional translation software.

C. Editing & Revision

Editing and subsequent revision is the process by which a completed translation is reviewed and checked against the source material. By comparing the source document and the target document, the TD will:

- verify the accuracy of the text;
- ensure that the translation is complete and meaningful;
- check spelling, punctuation, and the use of language and words; and
- confirm compliance with the OLA Translation Style Guide (“Style Guide”).

D. Proofreading & Formatting

Proofreading is the final stage in the translation process and involves reviewing and correcting edited documents, and subsequently preparing them for publication through formatting. The primary purpose of this stage is to search for errors in grammar, typography, spelling, and punctuation, and to complete the final layout of a written text or document. Formatting is the process of ensuring uniformity in the presentation, organization and arrangement of the document, as well as layout and style.

VII. Translation Process Details

Requests for translations may specify the language need. If the need is not identified, the TD will consult with the requesting party to determine the language(s) into which the document should be translated. Unless otherwise required and approved by the LAA, documents will be translated into Spanish by TD staff, and into the top 6 LOTS languages as determined by statistical usage in the courts. Translations in other languages will be completed as needed upon request and approval by the LAA.

The TD is responsible for managing the following steps:

A. Translation Request

Translation requests are submitted to the TD Manager who then records the submission in the Translation Request Log. The TD Manager reviews each request to determine if the requested translation is authorized per CJD 06-03 and per this Policy.

B. Prioritization

The TD determines the priority level and order of the translation request. The following factors are considered after the TD, through the careful process of initial review, determines that it is authorized to complete the translation:

- *Amount of translation required:* the translation of document updates typically takes less time to complete than the translation of a new document.
- *Areas serviced by the translation:* the translation of documents for statewide consumption may reach more court users than local documents.



- *Emergent need for the translation:* the translation of documents for a sentencing hearing that a judge requires by a certain deadline in order to make a determination, or a translation required for public safety or event may require a short turn-around time.
- *Content of the message:* materials that include critical information about court procedures, programs or services may require a short turn-around time.
- *Feasibility of the translation:* documents that require additional research or consultation may take longer to complete.
- *Law changes:* the translation of forms containing legal references or processes may have an effective date by which the translation may be required.
- *Likely end user of the document:* Documents that are relied on more by pro se individuals are more likely to need translation.
- *Importance of the document:* Documents that are critical to the processing of a case, or cases where fundamental interests are at stake, should receive a higher priority for translation.
- *Number of court users served:* the usage volume in a particular language for a specific document may result in the application of a higher priority; this also applies to translations required often by pro se individuals.

C. Translations

The TD Manager assigns the translator to whom the translation is sent. Translators working in LOTS are not Department employees; therefore the OLA, in collaboration with the TD, will follow standard Department procurement procedures to contract with the translator in the required language. The translator shall then complete and deliver the translated material to the TD Editor. The TD Manager will facilitate this exchange for translators working in languages other than Spanish. If applicable, translation memory software may be used to complete the translation.

D. Glossary Usage

A standard Spanish glossary of frequently translated language has been developed by Spanish translators and is used as a guide when working with Department documents. English glossaries will be developed and provided to translators of written materials in languages other than Spanish. The standard glossary ensures the highest level of quality and consistency and is an ongoing project that is continually updated as the volume and unique nature of the work evolves.

E. Editing

All translations are reviewed by a TD Editor to ensure the accuracy and quality of the translation.

F. Formatting

Each translation is formatted to match the original material as closely as possible, and to follow the Translation Style Guide. Translated documents are produced in bilingual format, with the exception of documents which are instructional in nature and therefore produced in monolingual format.



G. Proofreading

The TD Proofreader verifies that, per the Style Guide:

- correct fonts have been used;
- layout matches the source language document;
- document headers are accurate;
- footers have been included in the target document;
- proper names are spelled correctly;
- text flows correctly;
- margins, graphics, spacing, entering of spaces, use of tab key and positioning are correct; and
- document naming conventions are followed.

H. Final Editor Review

The TD completes a final review of the project to ensure that the text is formatted correctly and nothing has been omitted from the content of the source text during the formatting stage. The TD editor/proofreader will proof a hard copy printout and/or perform an on-screen review, depending on the nature of each project. The written material is password-protected to ensure that no additions or changes alter the materials once they have been approved by the OLA and TD. If the requesting party requests additions or changes to an existing TD approved document, a request must be submitted to the TD Manager.

I. Distribution

The completion of the translation is logged on the Translation Request Log, added to the list of TD Approved Documents and delivered to the corresponding requesting party along with a copy to the OLA.

VIII. Available and Pending Translations

The OLA publishes a catalog of completed translations of documents and signage, along with a list of pending translations of Judicial Department Forms (“JDF”) and of LOTS documents.

IX. Translation Contact Information

Translation requests shall be directed to the Judicial District’s Managing Interpreter.

Other requests and/or further policy clarification and information may be directed to the LAA:

Emy López, Office of Language Access Administrator

Email: emy.lopez@judicial.state.co.us

Telephone: 720.625.5905



X. Additional Translation Standards and Guidance

- American Bar Association, *Standards for Language Access in the Courts*, Standard 7: Translations, 2012.
- National Center for State Courts, *Guide to Translation of Legal Materials*, 2011.
- National Association of Judiciary Interpreters & Translators, *General Guidelines and Minimum Requirements for Transcript Translation in any Legal Setting*, 2009.
- American Translator's Association (ATA), *Translation – Getting it Right: A Guide to Buying Translations*, A. Aparicio & C. Durban, 2003.