

## JUDICIARY

### GUIDELINES FOR TRANSLATION OF DOCUMENTS INVOLVING FOREIGN LANGUAGE(S) IN CRIMINAL CASES

#### **Introduction**

1. The Guidelines aim at assisting court users in the preparation of translations for certification.
2. The Court Interpreters of the Court Language Section are authorized under the Official Languages (Translation) Rules to certify as true and correct, translations of documents provided by law enforcing agencies, law firms and individual members of the public for use in court proceedings.
3. The contents of the Guidelines will be revised from time to time to incorporate new practices as directed by judges and judicial officers.

#### **Documentation**

4. Where part or parts of a document are in a foreign language, i.e. other than English or Chinese, type the English translations in different font styles to indicate different language sources. To achieve the best possible reading performance, type out the translations of Chinese in ordinary Times New Roman, Font 13; type out the English contained in the original document in italics and English translations of the foreign language in bold type.

##### For documents used in English trials:

- |            |   |   |
|------------|---|---|
| Chinese    | → | English (translated from the Original Language – Chinese) |
| English    | → | English (copy from the original)                          |
| Foreign L. | → | English (translated from foreign language)                |

##### For documents used in Chinese trials:

- |            |   |  |
|------------|---|--|
| Chinese    | → | Chinese (copy from the original)           |
| Foreign L. | → | Chinese (translated from foreign language) |

5. Consolidate all translations in ONE copy.

6. Type out all translation in double-line spacing.
7. Show all signatures at the corresponding places.
8. Indicate deletions, insertions or alterations by adding (deletion), (insertion) and/or (amendment).
9. Indicate where the end of the page(s) of the original text occurs.
10. At the end of the piece of translation add the Translator's Notes as follows:
  - (i) Words in *italics* are English/Chinese in the original text
  - (ii) Words in **bold** type are the translation of [put in the name of the foreign language] in the original.

JUDICIARY ADMINISTRATOR  
March 2005

Note: The time required for certification of translations in a foreign language is considered on a case-to-case basis.