

# Additional translations for immigration and refugee matters

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## Requestor information

### Lawyer information

Name:

Solicitor #:

Phone:

Email:

### Client information

Name:

Certificate #:

Issuing area office:

Does your client have a genuine passport, readable in English or French?      Yes      No

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## Language of documents to be translated

- When requesting authorization for additional translations above the 3500 word threshold, whether using the form or a request letter, the roster member must provide:
  - a brief case summary,<sup>1</sup>
  - a list of the documents,
  - the title or a description of each document,
  - an explanation of each document's relevance,<sup>2</sup>
  - the number of words (in the target language) of each document

<sup>1</sup> The case summary should be limited to one paragraph of 2-3 lines, sufficient to provide context for the requested documents.

<sup>2</sup> The explanation should be 1-2 lines and describe the document's contents and its necessity and utility in advancing the client's case.

Please keep in mind that LAO is publically funded with a limited budget. The client of modest means test is applied in order to allow LAO to allocate limited resources in order to assist as many people as possible. When requesting authorization for translation of documents, please consider the following:

- Ensure that only highly relevant documents and documents that are necessary to advance the client’s case are selected for translation.
- Avoid duplication of document and of information
- Where possible, only translate the relevant portions of larger documents
- When the client presents a large number of documents, consider reviewing the documents with an interpreter in order to determine which documents should be translated
- LAO will consider requests for translation at a different rate than the LAO rate, for example, at a lower rate than \$0.20 for a larger document or volume of documents, or at a higher for a smaller number of documents if it is difficult to find a translator for the language in the documents

\* LAO will not pay to have a BOC narrative translated. Interpreters should be retained to read back the narrative to the client in the client’s language and billed at hourly interpreter rates.

**New! - Prior authorization is no longer required for the translation of news articles if they are within the initial 3500 word threshold.**

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## **Brief case summary**

The case summary should be limited to one paragraph of 2-3 lines, sufficient to provide context for the requested documents.

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## **Initial documents making up first 3500 words**

**Attach translator’s invoice that includes a list of the translated documents, including the title or document description and the number of words translated for each document or list documents in section below. The contents of the document should be clear, for example, birth certificate of A.B., police complaint of (date, location or person making complaint).**

Title/ Document description	Number of words

Title/ Document description	Number of words

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## Documents exceeding 3500 word threshold

An explanation for each document, should be 1-2 lines and describe the document's contents and its necessity and utility in advancing the client's case.

Title/ Document description	Explanation of contents, relevance and necessity	Number of words

**For additional entries please see the last page of this form.**

For more information on the general policies regarding translation see the Legal Aid Ontario Disbursements handbook.

For assistance in completing this form please contact the Lawyer Service Centre via 1-886-979-9934 (toll free).

I certify that the information included in this form is complete, true, and accurate.

Name:

Date:

Please submit the completed form through *Legal Aid Online* using electronic document submission or LAOfax process.

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The information being collected is pursuant to the *Legal Aid Services Act, 2020*, and is in accordance with the Freedom of Information and Protection Act (FIPPA), 1990, for the purposes of determining eligibility for the authorization of translations services. Any questions regarding this collection should be directed to the Privacy and Information Management Coordinator at [fippa@lao.on.ca](mailto:fippa@lao.on.ca) and/or 1-800-668-8258.



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