



Language Access Fund Translation Services Request Form

Please send this completed form and the document(s) you wish to have translated to LAF@TexasBar.com as separate attachments. The document must be in an editable (e.g. MS Word not PDF) format if available. If your request for LanguageLine translation services is approved, it will be forwarded to LanguageLine for translation. If you are approved for translation services provided by someone other than LanguageLine, please send the invoice and proof of payment along with this form after the translation is completed, and you will be reimbursed. Please see “How it Works” and “FAQ’s” for more information, available here: <http://bit.ly/LanguageAccessFund>. Incomplete forms will not be approved.

1. Your Name: _____ Bar #: _____
Organization: _____
Address: _____
Phone (direct, if available): _____ Email: _____
2. Type of Case (divorce, probate, etc.): _____
3. Source (original) language: _____
Target language (please include information about region or dialect if applicable (e.g. Simplified v. Traditional Chinese, France v. Congo French, etc.)): _____
4. Please explain what the document is and why you need it translated by the Language Access Fund (attach additional pages if necessary): _____
5. Does this document “contribute directly to the provision of legal services” Yes No
If not, does it “support the provision of legal services?” Yes No
And will your organization use it as a template? Yes No
6. Total word count estimate: _____
7. Estimated cost of LanguageLine translation (assume \$.20 per word): _____
8. Requesting translation by someone other than LanguageLine? Yes No If yes, total cost: _____
9. Do you need a certification? Yes No
If yes, have you given the file the name you want the translator to use to refer to the document in the certification (e.g. “Jane Doe Birth Certificate” rather than “Scan105647”)? Yes No
10. Is this a pro bono case (“pro bono” refers to a case involving a volunteer attorney donating their services, not legal aid staff)? Yes No
If yes, did you take it through a legal aid program? Yes No
If yes, please indicate the program name: _____