

# IMMIGRATION JUSTICE CAMPAIGN

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## Working as a Volunteer Translator

People with cases in immigration court may have documents or supporting evidence written in a language other than English, which must be translated into English before they are submitted to the court. Attorneys may need assistance with these written translations, or the individual going to court may need help if proceeding without an attorney. You can make all the difference in the world by translating these documents! We would love to match you with a volunteer attorney and/or person in need.

When there are documents that need translation, we will reach out to you.

### What to expect if you are a volunteer translator

- When there is a need, we will email and ask if you are available to assist with a written translation. Our request will include the expected timeframe and a brief description of the document (such as “a one-page handwritten letter” or “a photograph of an ID card”).
- If you are available and are comfortable with doing the translation, we will send you the documents via email for translation.
- **Timeliness is of the utmost importance for a volunteer translator.** Many documents must be submitted to an immigration court by a particular date and will not be accepted if that deadline is missed. A translated document could make all the difference in a case.
  - We ask pro bono attorneys to send documents that require translation with at least two weeks’ notice when possible, but some translations may be more urgent.
  - When you accept a volunteer translation opportunity, it is important to be sure that you can meet the deadline and set aside time to do so.
- When you complete your translation, you will need to include a [Certificate of Translation](#) with it for the document to be accepted by the immigration court.
- When your translation and certificate are complete, you will send them via email directly to the pro bono attorney working on the case.