

Attorney Guide: Working with a Translation Service for Immigration Documents

If you're representing clients in asylum, cancellation of removal, or hardship waiver cases, accurate and timely translations are crucial. This guide helps legal professionals understand how to streamline the translation process for immigration documents.

1. Types of Documents Accepted:

- Personal Declarations (Asylum, I-601, I-212)
- Medical Records (Evaluations, Diagnoses)
- Legal Forms (Birth, Marriage, Divorce Certificates)
- Evidence Packs (Photos, Receipts, Letters)
- Country Conditions (News Reports, NGO Reports)

2. Delivery & Turnaround:

- Standard delivery: 3-5 business days
- Rush delivery: 1-2 business days (by request)
- All files delivered digitally via PDF

3. Format Requirements:

- Upload clear scans or legible photos
- Multi-page documents should be ordered and named clearly
- If handwritten, ensure names and key info are visible

4. Certification & Format:

- Each translation includes a USCIS-compliant certificate of accuracy
- Includes translator's name, signature, and contact info

- Formatted to match the source layout where possible

5. Pricing:

- Flat-rate per document (based on word count or page count)
- Bulk pricing available for legal professionals
- Free estimates available on request

6. Communication & Support:

- Direct access to translator for clarifications
- Bilingual Spanish-English communication available
- Secure and confidential handling of all materials

7. Best Practices for Law Firms:

- Submit all materials in a single email or drive folder
- Include a list of documents and delivery deadline
- Notify if any content is urgent or part of a court deadline

To get started or ask questions, email marce@marcerow.com or visit marcerow.com.