

## *Language Solutions for Litigation and eDiscovery Projects*

McElroy Translation provides four language solutions for litigation and eDiscovery projects:

- on-site reviewers to cull through foreign language text for identifiable search terms
- machine translation for voluminous search and discovery projects
- quick-turn human translation for a significant search quality increase over MT
- high-quality human translation by native speakers with subject matter expertise

### ON-SITE REVIEW

In an effort to sidestep the expense in terms of cost and time for translating volumes of irrelevant text, linguists can be brought in to cull through foreign language documentation and identify key documents. With over 100 legal linguistic review professionals nationwide, McElroy can provide qualified, on-site, multilingual document review with short notice.

### MACHINE TRANSLATION

For projects containing more than 100K pages of foreign language documentation, taking the time for human translation and review can be a luxury that firms cannot afford. By relying on a language service provider to process and machine-translate these large volumes of foreign text, legal departments and eDiscovery companies can use their in-house search teams to identify documents of significance for high-quality human translation.

Machine translation runs on McElroy's server, and all files are received and delivered via McElroy's secure client portal. Acceptable native formats that can be machine-translated back into their source format are RTF, TXT, XML, XLS + XLSX, DOC + DOCX, PPT + PPTX, and HTM + HTML. Other formats such as PDF, MSG, and PST are converted into RTF files prior to translation (DOC or TXT also available upon request). Additional costs are applied for conversion.

PDF format files in European languages can simply be converted to RTF. McElroy provides additional OCR services for scanned graphics and pdf files in Russian and Asian languages.

Language pairs include:

English <> Chinese	English <> Italian	English <> Portuguese
English <> Dutch	English <> Japanese	English <> Russian
English <> French	English <> Korean	English <> Spanish
English <> German	English <> Polish	English <> Swedish

### QUICK-TURN HUMAN TRANSLATION

Nothing beats the quality of human translation. Search and discovery will be significantly more accurate if run on documents that have been through an initial human translation. McElroy can provide quick turns on documentation for searches by combining multiple linguists and translation memory. By creating glossaries or relying on the glossaries created by your search team, consistency can be maintained throughout the translation while curbing costs and turn time. Once key documentation has been identified, McElroy can proceed with quality assurance processes including editing, proofing, file management and formatting, and a final quality control review for certification.

### HIGH-QUALITY HUMAN TRANSLATION

Whether reviewers, quick-turn human translation, or machine translation has been chosen for the search and discovery process, key documents will need to be certified for court. McElroy is able to certify translations by employing strict quality control processes. Translations must first be edited by a native-speaking subject-matter expert, and then reviewed by a second subject-matter expert who is a native speaker of the target language. Documents are then formatted as necessary and proofed. After one final quality control check, the document is certified and returned to the requester.

With more than 40 years of experience, McElroy Translation is able to provide high-quality certified translations into all languages.