

# Court Orders, Affidavits & Evidence Files

Use this checklist before sending a foreign court order, affidavit, exhibit or digital evidence file for translation. Complete source packages help preserve page order, labels, stamps and connections between documents.

## 1. Keep the package complete

- ☐ Send every required page in the original order.
- ☐ Keep cover pages, schedules, appendices and exhibit labels.
- ☐ Number separate files clearly.
- ☐ Confirm which documents the recipient requires.

## 2. Capture every visible detail

- ☐ Show all four corners of each page.
- ☐ Include signatures, initials, stamps and seals.
- ☐ Scan both sides when the reverse contains markings.
- ☐ Provide a better scan instead of typing unreadable text.

## 3. Prepare digital evidence

- ☐ Keep chats and emails in chronological order.
- ☐ Preserve names, dates, timestamps and surrounding context.
- ☐ Send original audio or video when transcription is needed.
- ☐ Specify timestamps and speaker labels if required.

## 4. Confirm recipient instructions

- ☐ Identify the court, lawyer, insurer or agency.
- ☐ Confirm source and target languages.
- ☐ Ask whether certification, affidavit or notarization is required.
- ☐ State deadline and digital or hard-copy delivery needs.

**Important: We translate and format the supplied materials. We do not determine legal relevance, filing strategy, admissibility or whether a foreign order can be enforced.**

### READY FOR A QUOTE?

Upload clear files and tell us where the translation will be used.  
<https://www.tamanitoba.ca/howtoorder/>



### PROJECT DETAILS

RECIPIENT / INTENDED USE

DEADLINE

SOURCE LANGUAGE

TARGET LANGUAGE

CERTIFICATION / FORMAT REQUESTED BY RECIPIENT

DELIVERY

Digital / hard copy / both

General document-preparation information only. This checklist is not legal advice and does not guarantee court or institutional acceptance.