

Language and law

Minutes and transcription services

Minutes and transcriptions of meetings, negotiations, interviews, telephone conversations or internal proceedings can often not be recorded or transcribed in-house for various reasons, such as confidentiality, lack of language competence/resources, desired neutrality, etc.

Minutes service

We provide you with experienced mother-tongue or multilingual minute takers who are able to create the minutes directly on-site. If required, we translate the minutes into the desired target languages and guarantee the highest precision.



Transcription services

Do you need a verbatim transcript of negotiations, interviews, examination hearings, etc.? We make professional audio and video recordings and then provide a verbatim transcription. If required, we translate the transcripts into the desired languages.



LT practice examples of minutes and transcription assignments

Internal disciplinary proceeding

In an **internal disciplinary proceeding**, LT Lawtank prepared records of interviews with individuals over several days. These were

- on the one hand, minutes prepared simultaneously with the interviews, without audio/video recordings, and with review and confirmation by the person interviewed immediately following each interview;
- on the other hand, transcriptions of audio/video recordings (by the client or LT Lawtank) finalised in a timely manner.

The interviews were conducted in various languages and required a high degree of discretion.

Arbitration proceeding (International Chamber of Commerce)

In an **ICC arbitration proceeding** LT Lawtank made audio/video recordings of witness interviews over several days and then prepared verbatim transcriptions. Due to the international nature of the case, the witness interviews were held in German, English and Turkish. The content of the proceeding required extensive knowledge of technical terms.