

**Firm Name**

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**Country**

**Practice Area**

**EITHER select Practice Area from this drop-own list ►** Select practice area

 **OR** If you have an earlier version of Word**, type in this box:** **►**

Choose ONE from list of Practice Areas on last page of this document

**Contact details to arrange interviews**

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| --- | --- | --- | --- |
| **Name** | **Job Title** | **Email** | **Phone** |
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**What is the Team or Department Name (as used by your firm)**

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**Head(s) of Team**

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| **Name** | **Location** |
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| Number of **PARTNERS** in the team  |   |   | Number of **NON-PARTNERS** in the team |   |
| *Partners who spend at least 50% of their time in this department* |  |   | *Non-partners who spend at least 50% of their time in this team/department* |  |

**Your practice: what sets your practice apart from other firms?**

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| We recommend that you include information on what the practice is best known for, significant developments/expansion within the team, new areas of focus as well as an overview of any key new clients/panel appointments that demonstrate the strength of the practice. Please also include any client-focused cost-saving or efficiency initiatives, if relevant.  |

**Initiatives and innovation: what measures has your firm introduced (or maintained) over the last year to benefit your clients?**

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| This may include initiatives regarding people, billing, diversity, technology, collaboration, etc.Where possible, and linked to the matters provided, please provide tangible examples of how this has worked in practice. |

**Your practice: what do you think of our existing rankings/commentary?**

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**IMPORTANT**

**Clients: client referees**

**Referee feedback is a critical part of our research. Please provide at least 20 referees we can talk to in confidence.**

You may additionally include referees from referring law firms and other organisations that can comment on the quality of the practice. Client names are received and held by us in strict confidence; they are not passed to any other organisation; they are not contacted for any purpose other than The Legal 500 research. We are fully GDPR-compliant.

Please download the referee spreadsheet from our [submissions information](https://www.legal500.com/the-legal-500-submission-information/caribbean-submissions/) page.

**Clients: publishable clients** (This will be published in full)

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| **Active key clients (over the last 12 months)** | **New client (yes/no)** |
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| **To add more clients, right-click in any field and select ‘Insert row below’** |

**Clients: non-publishable clients** (This list will not be published)

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| **Active key clients (over the last 12 months)** | **New client (yes/no)** |
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| **To add more clients, right-click in any field and select ‘Insert row below’** |

**Your team - Partners: leading individuals**

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| Please detail all partners in the team who spend over 50% of their time in the practice, along with other partners who participate in the sector whom you wish to bring to our attention, given their contribution. Please nominate only **genuinely exceptional candidates** and provide supporting evidence. Please do not include allof your partners. We only recognise those with excellent referee and peer feedback, who have had a prominent role in several leading matters this year (and in past years).The Legal 500 encourages firms to put forward talented women and minority lawyers to be considered for inclusion as leading individual/next generation/rising stars.**If you need more boxes please copy this page.** |

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| **Partner: leading individual 1** |
| **Name** | **Location** | **Ranked in previous edition? (Yes/no)** |
|  |  |  |
| **Supporting information** |
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| **Partner: leading individual 2** |
| **Name** | **Location** | **Ranked in previous edition? (Yes/no)** |
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| **Supporting information** |
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| **Partner: leading individual 3** |
| **Name**  | **Location** | **Ranked in previous edition? (Yes/no)** |
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| **Supporting information** |
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**Your team - Partners: next generation**

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| Please provide information about junior/new/younger partners who make a material difference to the practice. **Please nominate only genuinely exceptional candidates and provide supporting evidence.**If you need more boxes (for more next generation partners) please copy this page. |

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| **Partner: next generation 1** |
| **Name** | **Location** |
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| **Supporting information** |
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| **Partner: next generation 2** |
| **Name**  | **Location** |
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| **Supporting information** |
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**Your team - Associates: rising stars**

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| Please provide information about junior/new/younger associates who make a material difference to the practice. **Please nominate only genuinely exceptional candidates and provide supporting evidence.** Note that this section can include counsel.If you need more boxes (for more associates) please copy this page. |

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| **Associate: rising star 1** |
| **Name** | **Location** |
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| **Supporting information** |
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| **Associate: rising star 2** |
| **Name**  | **Location** |
|  |  |
| **Supporting information** |
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**Your team: significant recent arrivals and partner-level departures**

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| --- | --- | --- | --- | --- |
| **Name (English)** | **Position/role** | **Joined/Departed/Promoted?** | **Joined from/Destination (firm)** | **Month/year?** |
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**Publishable matter summary**

Please pick up to three work highlights you feel are most representative of your practice, from among the detailed work highlights you have set out on the following pages, and give a **brief** summary below. **Please ensure you only provide matter summaries for matters you are content for us to publish**.

**NOTE:
a./ only provide work-highlight summaries for matters you are happy for us to publish.
b./ we cannot guarantee that work highlights will be published if this section is not completed.**

 **EXAMPLE SUMMARIES**

“Advised [insert company name] on acquisition of [Insert company name]”, or

“Advised consortium of banks on funding for a $6bn acquisition of a tech company”.

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| 1. **Summary (*including client name*)**
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| 1. **Summary (*including client name*)**
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| 1. **Summary (*including client name*)**
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**Your practice - detailed work highlights**

Please provide **up to 20** highlight matters that represent the practice over the past 12 months.

* To add multiple names or jurisdictions within a matter, right-click in any field and select ‘insert row below’.
* To add additional matters, simply click a matter box, click the small icon in the top left corner, then copy and paste onto a new page.

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| **Publishable matter**  |
| **Name of client** | **Industry sector** |
|  |  |
| **Matter description** |
| Please include any relevant press coverage in this section  |
| **Deal value** |  |
| **Was it cross-border?** |
| **Jurisdiction** |
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| **Lead partner(s)** |
| **Name** | **Office** | **Practice area** |
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| **Other key team members** |
| **Name** | **Office** | **Practice area** |
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| **Other firms advising on the matter and their role(s)** |
| **Firm name** | **Role details** | **Advising** (specify the firm/company/individual advised) |
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| **Start date** | **End date** |
|  |  |

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| **Non-publishable matter** |
| **Name of client** | **Industry sector** |
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| **Matter summary** |
| Please include any relevant press coverage in this section |
| **Deal value** |  |
| **Was it cross-border?** |
| **Jurisdiction** |
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| **Lead partner(s)** |
| **Name** | **Office** | **Practice area** |
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| **Other key team members** |
| **Name** | **Office** | **Practice area** |
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| **Other firms advising on the matter and their role(s)** |
| **Firm name** | **Role details** | **Advising** (specify the firm/company/individual advised) |
|  |  |  |
| **Start date** | **End date** |
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