

**SUBMISSION FORM**

**Please do not alter this submission template.** If a question does not apply to you, please leave it blank.

**If something is confidential, mark it as such throughout.**

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**A. PRELIMINARY INFORMATION**

|  |
| --- |
| A1 **Firm name** |
| {{firm\_name}} |

|  |
| --- |
| A2 **Practice Area** |
| {{practice\_area}} |

|  |
| --- |
| A3 **Location** *(Jurisdiction)* |
| {{location}} |

| A4 **Contact person to arrange interviews about this practice area** | | |
| --- | --- | --- |
| Name | Email | Telephone number |
| {% for contacto in contactos %}  {{contact\_name}} | {{contact\_email}} | {{contact\_phone}}  {% endfor %} |

**B. DEPARTMENT INFORMATION**

|  |
| --- |
| B1 **Department name** *(used by firm)* |
|  |

|  |  |
| --- | --- |
| B2 **Number of partners in the department** | **Indicate Male/Female ratio as a %** |
|  |  |
| B3 **Number of other qualified lawyers** | **Indicate Male/Female ratio as a %** |
|  |  |

|  |  |
| --- | --- |
| **\*Please indicate % of this team who:** | |
| B5 **identify as LGBT+** |  |
| B6 **have a disability** |  |

*\*This information is not mandatory. We encourage firms to provide these statistics which will be used for further research and awards insights.*

*To provide the firm-wide statistics, please use the following survey link:*

[Chambers Latin America Diversity & Inclusion survey](https://www.surveymonkey.co.uk/r/CHAMBERS_LATIN_AMERICA_DEI_FIRM_SURVEY)

*For more information, please see our* [*FAQs*](https://chambers.com/faqs)*.*

| B7 **Head or Heads of department** | | |
| --- | --- | --- |
| Name | Email | Telephone number |
|  |  |  |

| B8 **Hires / Departures of partners in last 12 months**  *(state if they joined or left, and name of the other firm)* | | |
| --- | --- | --- |
| Name | Joined / Departed | Joined From / Destination (firm) |
|  |  |  |
|  |  |  |
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| --- | --- | --- | --- | --- |
| B9 **Information regarding Ranked and Unranked lawyers (including associates) in this practice area.**  *Please do not repeat additional biographical information which is available on your website or via other sources. You may include a link to these biographies.* | | | | |
| **Name** | **Comments or Web Link** | **Partner  Y/N** | **Ranked  Y/N** | **Current or recent parental leave, significant childcare commitments or other part-time working arrangements\*** |
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*\*This is optional, but intended to help those taking extended leave by providing us with extra context that we can take into consideration during the ranking process.*

|  |
| --- |
| B10 **What is this department best known for?**  *Please include: industry sector expertise; key types of work; areas of recent growth.*  *Address any feedback on our recent coverage of your department (500 word count limit)* |
|  |

**C. FEEDBACK**

|  |  |  |
| --- | --- | --- |
| C1 If you have used barristers / advocates in the UK, Australia, Hong Kong, India, Malaysia, New Zealand or Sri Lanka please provide the information below | | |
| Barrister/advocate name | Firm / Set | Comments |
|  |  |  |
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| C2 Feedback on our coverage of other firms in this practice area *(Optional)* |
|  |

**WORK HIGHLIGHTS AND CLIENTS**

**Provide details of up-to a total of 20 work highlights for this area. Matters may be either listed as publishable or confidential but the total should not exceed 20.**

**D. PUBLISHABLE INFORMATION**

All information in section 'D' is considered PUBLISHABLE.  
Do not include any confidential information in this section. Confidential information can be included in section 'E'. Information in section 'D' may be printed in Chambers and Partners publications. If any part of a matter is confidential it should be included in section 'E' not this section 'D'.

|  |  |  |
| --- | --- | --- |
| D0 **– PUBLISHABLE CLIENTS –** List of this department's PUBLISHABLE clients. Please indicate whether a client is a new client (within the last 12 months). If this information is not known, leave the field blank. | | |
|  | **Name of Client** | **New Client (Yes/No)** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |
| **7** |  |  |
| **8** |  |  |
| **9** |  |  |
| **10** |  |  |

|  |  |
| --- | --- |
| **Publishable Work Highlights in last 12 months *(Up to 10 publishable matters)*** |  |
| **Publishable Matter 1** |
| D1 Name of client *–* this will be publishable. If you cannot reveal the client name, give a general description. |
|  |
| D2 Summary of matter and your department's role – Please say why this matter was important. Also, tell us exactly what role your department played. |
|  |
| D3 Matter value – include currency and amount in figures |
|  |
| D4 Is this a cross-border matter? If yes, please indicate the jurisdictions involved. |
|  |
| D5 Lead partner |
|  |
| D6 Other team members |
|  |
| D7 Other firms advising on the matter and their role(s) |
|  |
| D8 Date of completion or current status |
|  |
| D9 Other information about this matter – e.g. link to press coverage |
|  |

**IMPORTANT: Please do not exceed one page per deal.**

|  |  |  |
| --- | --- | --- |
|  | |  |
| **Publishable Matter 2** |
| D1 Name of client *–* this will be publishable. If you cannot reveal the client name, give a general description. |
|  |
| D2 Summary of matter and your department's role – Please say why this matter was important. Also, tell us exactly what role your department played. |
|  |
| D3 Matter value – include currency and amount in figures |
|  |
| D4 Is this a cross-border matter? If yes, please indicate the jurisdictions involved. |
|  |
| D5 Lead partner |
|  |
| D6 Other team members |
|  |
| D7 Other firms advising on the matter and their role(s) |
|  |
| D8 Date of completion or current status |
|  |
| D9 Other information about this matter – e.g. link to press coverage |
|  |

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**E. CONFIDENTIAL INFORMATION**

All information in section 'E' is considered CONFIDENTIAL and NOT FOR PUBLICATION.

Information in this section will only be used for our internal ranking purposes. If any part of a matter is confidential it should be included in this section 'E' not section 'D'.

|  |  |  |
| --- | --- | --- |
| E0 **– CONFIDENTIAL CLIENTS –** List of this department's CONFIDENTIAL clients. Please indicate whether a client is a new client (within the last 12 months). If this information is not known, leave the field blank. | | |
|  | **Name of Client** | **New Client (Yes/No)** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |
| **7** |  |  |
| **8** |  |  |
| **9** |  |  |
| **10** |  |  |

|  |  |
| --- | --- |
| **Confidential Work Highlights in last 12 months *(Up to 10 matters – not for publication)*** |  |
| **Confidential Matter 1** |
| E1 Name of client (for ranking purposes only) |
|  |
| E2 Summary of matter and your department's role – Please say why this matter was important. Also, tell us exactly what role your department played |
|  |
| E3 Matter value – include currency and amount in figures |
|  |
| E4 Is this a cross-border matter? If yes, please indicate the jurisdictions involved. |
|  |
| E5 Lead partner |
|  |
| E6 Other team members |
|  |
| E7 Other firms advising on the matter and their role(s) |
|  |
| E8 Date of completion or current status |
|  |
| E9 Other information about this matter – e.g. link to press coverage |
|  |

**IMPORTANT: Please do not exceed one page per deal.**

|  |  |
| --- | --- |
|  |  |
| **Confidential Matter 2** |
| E1 Name of client (for ranking purposes only) |
|  |
| E2 Summary of matter and your department's role – Please say why this matter was important. Also, tell us exactly what role your department played |
|  |
| E3 Matter value – include currency and amount in figures |
|  |
| E4 Is this a cross-border matter? If yes, please indicate the jurisdictions involved. |
|  |
| E5 Lead partner |
|  |
| E6 Other team members |
|  |
| E7 Other firms advising on the matter and their role(s) |
|  |
| E8 Date of completion or current status |
|  |
| E9 Other information about this matter – e.g. link to press coverage |
|  |

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