The LEGAL 500
UNITED KINGDOM
30th EDITION

EAST MIDLANDS
EDITORIAL SUBMISSION REQUEST

We will soon be starting research for the 2017 edition of *The Legal 500 UK*, and invite you to provide us with editorial submissions according to the attached guidelines.

Client referees should reach us no later than **Friday 3 February 2017**. Referees arriving between 3 and 17 February 2017 will be accepted if the client has not been submitted by another party. No referee will be accepted after 17 February 2017.

Submissions should reach us no later than **Friday 3 February 2017**.

The following guidelines will help you to prepare a submission. There is no set template.

Law firms appear in the editorial sections of *The Legal 500* free of charge. Any queries regarding directory listings (ie paid-for advertising entries) should be addressed to **James Crombie** (email james.crombie@legal500.com).

If you have any queries, please email the address below, although you may first wish to check the Frequently Asked Questions PDF at: **legal500.com/assets/pages/about-us/get-involved.html**.

Yours sincerely

Alexander Boyes
Editor, The Legal 500 UK Solicitors
editorial@legal500.com

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Submissions by practice area

The editorial of *The Legal 500* is structured by practice area. Submissions should include the following information in order:

1) Client referees – provided in a separate Excel document
2) Introductory bullet points
3) Feedback about previous edition or market
4) Contact details
5) Team information
6) Next generation lawyers
7) Detailed work highlights – ten examples
8) List of active clients
9) Appendix

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Confidentiality

We will assume that all information provided to us is not confidential and may be referred to in the editorial and in all The Legal 500 products, unless you indicate otherwise. Please identify clearly all confidential information – whether client names, deal or case values, or other details – by marking that information **CONFIDENTIAL**, in bold red and upper case. Please use red typeface for all of the confidential information

Please avoid putting global confidentiality restrictions at the front of submissions. Please also try to be as clear as possible about what exactly is confidential; is it the case as a whole, the name of the client, or the issue/value at stake?

Sending submissions

- Please email your submission to **editorial@legal500.com**
- Please mark the subject line as follows:
  UK/Region/Practice area/Firm name

  eg **UK/East Midlands/Banking and finance/Smith & Jones LLP**
- You should also send a spreadsheet of client referees relating to the region (see page 5). Please note, the deadline for submitting client referees is 3 February 2017
- Please ensure you send your submissions in by the deadline. The timetable for the research will be adhered to rigorously

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Detailed submission guidelines

Please provide a separate document for each practice area. For each practice area, please provide the following:

Introductory bullet points

Brief bullet points introducing key points about your practice. For example, mention hires and departures, tell us what you are best known for, point out a very significant case or deal. Avoid lengthy paragraphs and avoid unsubstantiated claims

Feedback on the 2016 edition

Do you agree with the ratings the practice received in the editorial and ranking of the 2016 edition? Law firms are encouraged to provide brief feedback, including advising as to a suggested ranking for the forthcoming edition, based on evidence. (Please bear in mind that firms are ranked alphabetically within tiers)

Contact details

Please provide contact details for the person we should contact to arrange to follow up on the submission, ie contact name, position, email address and telephone number

NEW: Next generation lawyers

The rankings in The Legal 500 focus on the bench strength of the teams within law firms. Currently we highlight partners in the leading individuals lists and within the editorial. Responding to feedback from GCs, who regularly assess the quality of the associates before they look at the partners – or simply look to the team as a whole – going forward we will be including a list of the UK's leading 'next generation' of partners (or experienced non-partners in smaller markets where partnership status is rarely bestowed). We encourage firms to include information about senior associates and counsel in the submission whom they feel make a material difference to the practice's offering, and who have a strong case to be recognised by The Legal 500. This should include client referees and it should include credit given in the detailed work highlights.

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Team information

Please avoid including extensive biographies. The information required here is as follows:

- Head of team (including job title, email address, and telephone number)
- Leading individuals in team – indicate areas of expertise
- Next generation lawyers (see above) – indicate length of legal practice and areas of expertise
- Significant recent arrivals and departures
- Partners who spend more than 50% of their time working in the practice area
- Number of other partners in the team
- Number of associates/assistants in team
- Include office location of all individuals named

Referees (separate document)

Please provide a list of referees we can contact for feedback. All referees will be contacted by email. The list should preferably contain both longstanding referees and more recent client gains. Some junior referees can be more responsive than senior figures. 10-20 referees per practice area is a good guideline, if possible. You may provide as many referees as you wish – we will contact all referees that are submitted on time. Late client referees will not be contacted

When sending referee spreadsheets:

- Please email all referee spreadsheets separately from any editorial submissions, to **editorial@legal500.com**

- The subject line should be marked as follows:

  UK/East Midlands/[Firm name]/Referees

Referees MUST be provided by 3 February 2017 in a separate document – please use the client referee template at: legal500.com/assets/pages/about-us/get-involved.html

For more information about how to fill in the referee spreadsheets, please read the guideline document at **legal500.com/assets/pages/about-us/get-involved.html**

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Detailed work highlights

(All work referred to should fall in calendar year 2016)
Please provide details of up to ten transactions, cases or other instructions only. These should be matters which the firm considers to be significant and which indicate the team's range of recent expertise. Try to reflect the breadth of the law firm's experience, not simply the biggest mandates. In each instance, please identify the firm's role, indicate which partner(s) led the advice and mention start/end dates. Please identify the client. You are also encouraged to elaborate briefly in order to put each transaction/case/instruction in context, rather than simply listing the matter in question. At least one matter should be cleared for publication. **If necessary, you may provide a list of brief bullet points highlighting other recent work in the appendix**

You may wish to provide, in addition, a more general indication of work handled in 2015 or 2016, and may also identify other highlights, for example new client gains or panel appointments. Also useful are any hard facts that can be provided to put the practice in context; for example, for transactional practice areas, consideration will be given to the total number of deals handled and the aggregate deal value for the year

The focus of the research is on recent work. If you think older work is significant – or would help us better to understand the practice – then please do mention it and explain why it is of interest

Tip: If submitting in an area for the first time, it is recommended that you include several examples from the previous two years, as well as ten new examples of work.

Active clients

Providing a list of active key clients or panel appointments is a quick way to convey much useful information. **Identify new clients and indicate length of longstanding client relationships**

Appendix

You may provide an appendix of additional information if you wish. Most usefully, this may include one-line bullet points of other work handled recently or even bullet points of work handled in previous

years to indicate the consistency of the practice. Please give the client name, year of completion and one-line description. If we need or desire more detail, we will request it

Barristers

We welcome any feedback on barristers (either at the London or regional Bar) that you have either used or been on the other side of. Please email any feedback separately, to **editorial@legal500.com**, with the subject lines:

- **UK/Bar feedback/London Bar/[Practice area]**; or
- **UK/Bar feedback/Regional Bar/[Practice area]**.

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List of main and sub-practice areas: East Midlands

Corporate and commercial
- Corporate and commercial: Nottingham and Derby
- Corporate and commercial: elsewhere in the East Midlands

Crime, fraud and licensing
- Crime: fraud
- Crime: general
- Licensing

Dispute resolution
- Commercial litigation: Nottingham and Derby
- Commercial litigation: elsewhere in the East Midlands
- Debt recovery

Finance
- Banking and finance
- Insolvency and corporate recovery

Human resources
- Employment
- Health and safety
- Immigration

Insurance
- Personal injury and clinical negligence: claimant
- Personal injury and clinical negligence: defendant
- Professional negligence

Private client
- Agriculture and estates
- Charities and not-for-profit
- Contentious trusts and probate
- Family
- Personal tax, trusts and probate

Projects, energy and natural resources
- Private finance initiative (PFI)

Public sector
- Education
- Health
- Local government

Real estate
- Commercial property: Nottingham and Derby
- Commercial property: elsewhere in the East Midlands
- Construction
- Environment
- Planning
- Property litigation
- Social housing

TMT (technology, media and telecoms)
- IT and telecoms
- Intellectual property
- Sport

Transport
- Transport