



The clients' guide to Germany's leading law firms

Editorial submission request
2017

EDITORIAL SUBMISSION REQUEST

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

Submissions should reach us no later than **Monday 09 May 2016**.

Firms appear in the editorial sections of *The Legal 500* free of charge. Any queries regarding directory listings (ie paid-for entries) should be addressed to **Amy McDermott**, email amy.mcdermott@legal500.com. Information regarding directory listings will be circulated in March 2016.

If you have any queries, please email the address below, although you may first wish to check the FAQs at:

legal500.com/assets/pages/about-us/get-involved.html

Yours sincerely

Anna Bauböck
Editor, The Legal 500 Deutschland
anna.baubock@legal500.com

TIMETABLE

Referees should reach us no later than Monday 09 May 2016

Editorial submissions should reach us no later than Monday 09 May 2016

Follow-up research will be conducted by telephone interviews between 10 May 2016 and 22 July 2016

Details of the editors and researchers will be posted on our website on Tuesday 10 May 2016 at
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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) Contact details**
- 2) Referees (to be provided in a separate document – see page 5)**
- 3) Detailed work highlights (please detail five to ten per practice area)**
- 4) Team information**

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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, unless you indicate otherwise. Please identify clearly all areas of **CONFIDENTIAL** information – specifically client names, deal or case values in every individual mention, or other details – by marking that information **CONFIDENTIAL**, in bold and upper case

Sending submissions

- Please email your submission to editorial@legal500.com
- Please mark the subject line as follows:
Deutschland/Practice area/firm name
eg **Deutschland/Antitrust/Smith & Jones LLP**
- You should also send an Excel spreadsheet of referees relating to the practice area (see page 5). Please note, the deadline for submitting referees is 09 May 2016
- 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

For each practice area, please provide the following:

Feedback on the previous edition

Do you agree with the rating the practice received in the editorial and ranking in the previous edition? This is the starting point for research so firms are encouraged to provide reasoned feedback. (Please bear in mind that firms are ranked alphabetically in tiers). With new sections, please indicate where you feel the firm should be ranked.

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

Referees (separate document)

Please provide a list of referees (clients, counsel or referrers) we can contact for feedback. You can provide as many referees as you wish. The list should preferably contain both longstanding clients and more recent client gains

Referees MUST be provided in a separate document –

please use the 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 between 5 May 2015 and 8 May 2016)

We request a submission for each practice area in which the firm considers itself to have a significant or leading practice. We do not provide a template for the submission document and would rather you felt free to represent your firm to The Legal 500 as you see fit. Ideally, we suggest you include the following:

- a. Details of five to 10 significant transactions, cases or mandates handled during the last twelve months. Please include information regarding the size or scope of the deal, date of commencement/closure, its complexity, and any other relevant issues (eg. restricted time-scale). Any other details that will further our understanding of the nature and sophistication of the work that the department is undertaking will also be welcomed. If the case or transaction involved a counterpart, please identify them. An indication of the volume (number) of such matters handled by the department (and/or aggregate deal value) is also useful.
- b. Details of significant non-transactional activity undertaken by the department (day-to-day advisory, preventative work, etc), along with any new clients or panel appointments.
- c. As noted previously, be sure to mark deals, aspects of deals (such as value) or client names **CONFIDENTIAL** as required.
- d. A list of active key clients – again, marked **CONFIDENTIAL** as necessary.
(Note: client contacts are dealt with on the preceding page).
- e. Our research focuses primarily upon work undertaken during the last year. However, if there are older matters – for example, a 'leading case' – which you regard as significant for our understanding of the firm's profile and position in a given sector, or that would further our comprehension of the department's abilities, please identify them and explain their relevance.
- f. Any additional information that you regard as illustrating what distinguishes your firm from others in the market.

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Team information

Please identify:

- Head of team (including job title, email address, and telephone number)
- 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
- Significant recent arrivals and departures
- Office location of all individuals named
- New partner promotions and partner/counsel hires (with date of promotion/arrival, and previous firm if applicable)

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PRACTICE AREAS RESEARCHED

National

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The following national practice areas will be covered in the editorial.

Antitrust

- Antitrust

Banking and finance

- Financial services: regulatory²
- Investment funds
- Lending and borrowing
- Project finance

Capital markets

- DCM
 - ECM
 - Structured finance and securitisation
- High yield¹*

Compliance²

- Compliance
- Internal investigations¹*

Corporate and M&A

- Corporate
- Corporate and shareholder disputes¹*
- M&A: international large deals (€500m+)
 - M&A: international mid-sized deals (sub-€500m)
 - M&A: domestic large deals (€500m+)
 - M&A: domestic mid-sized deals (sub-€500m)

Dispute resolution

- Arbitration (including international arbitration)
- Commercial litigation
- Financial services: litigation²

Employment

- Employment

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PRACTICE AREAS RESEARCHED

National (continued)

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The following national practice areas will be covered in the editorial.

Industry focus²

- Energy
 - Regulatory¹*
 - Transactions¹*
- Pharmaceutical
 - Drug advertising law¹*
 - Regulatory¹*
 - Transactions¹*
- Telecoms
 - Regulatory¹*
 - Transactions¹*

Information technology and outsourcing

- Data protection
- Information technology (including contracts)
- Outsourcing

Insurance

- Advice to insurers
- Insurance litigation

Intellectual property

- Patent litigation
- Patent prosecution
- Trade marks and unfair competition
 - Design law¹*

Media

- Entertainment
 - Copyright disputes¹*
 - Digital content¹*
 - Gaming¹*
- Press and publishing

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National (continued)

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The following national practice areas will be covered in the editorial.

Non-profit sector

- Non-profit sector

Private equity

- Private equity: transactions
Fund formation¹
- Venture capital

Public sector

- PPP
- Planning and environment
Product-related advice¹
Waste management¹
- Public procurement
State aid¹

Real estate and construction

- Construction (including construction litigation)
- Real estate

Restructuring and insolvency

- Insolvency
- Restructuring

Tax

- Tax
Tax litigation¹

Trade and distribution²

Transport

- Maritime and shipping
Ship financing¹
- Transport

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National (continued)

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The following national practice areas will be covered in the editorial.

White-collar crime

- Advice to companies
- Advice to individuals

¹ We invite firms to provide us with information about these new sub-sections, which will highlight a maximum of five firms that provide top advice in these sub-areas with no separate ranking or editorial text.

² Please note that these rankings are either new practice areas, newly divided or extended sections; please send us your editorial submissions accordingly.

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PRACTICE AREAS RESEARCHED

Regional

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The following regional practice areas will be covered in the editorial.

Local firms: commercial law

- Berlin/Brandenburg Metropolitan Region
- Central German Metropolitan Region and Dresden
- Cologne
- Düsseldorf
- Frankfurt Rhine-Main Metropolitan Region
- Hamburg Metropolitan Region
- Hannover–Braunschweig–Göttingen–Wolfsburg Metropolitan Region
- Metropolitan Region of Bremen/Oldenburg
- Munich Metropolitan Region
- Nuremberg Metropolitan Region and Franconia
- Rhine-Neckar Metropolitan Region
- Ruhr Valley/Westphalia
- Schleswig-Holstein
- Stuttgart Metropolitan Region

Please note this year's restructuring of the local firm rankings, which are now largely divided into metropolitan regions.

The local firms rankings will feature domestic firms with one or two offices. If your firm is an international firm or multi-office domestic firm, please submit in the national sections.

Firms are invited to submit overviews of their practices, highlighting areas of specialism. The rankings for Local firms: commercial law will be an overview of the firm capabilities in all aspects of commercial law.