

The
LEGAL
500
LATIN AMERICA

The clients' guide to the region's leading law firms

**Editorial submission request – Peru
2014**

You can also download submission guidelines on **Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Dominican Republic, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Uruguay** and **Venezuela** from www.legal500.com/pages/la_research

PERU

Editorial submission request

We will soon be starting research for the third edition of *The Legal 500 Latin America*, and invite you to provide us with editorial submissions along the attached guidelines.

Submissions should reach us no later than **Friday 7 February 2014**.

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 sales managers **Kevin Parkinson** (email kevin.parkinson@legalease.co.uk), and/or **Darren Clarke** (email darren.clarke@legal500.com). Information regarding directory listings will be circulated in February 2014.

If you have any queries, please email the address below, although you may first wish to check the FAQs at: www.legal500.com/research.

Finally, may I note the launch of our new initiative: Corporate Counsel 100: Latin America. Please see the last page of this document and bring it to the attention of the managing partner at your firm/office.

Yours sincerely



Tim Girven

Editor, The Legal 500 Latin America
editorial@legal500.com

When preparing submissions, remember that:

ELITE: The Legal 500 is just that – an examination of the region's market-leading domestic firms

Your submission should therefore focus on areas of practice where the firm is a clear market-leader.

TIMETABLE

Referees should reach us no later than Friday 7 February 2014

Editorial submissions should reach us no later than Friday 7 February 2014

Follow-up research will be conducted by telephone interviews between 10 February 2014 and 18 April 2014

Details of the editors and researchers will be posted on our website on Monday 10 February 2014 at www.legal500.com/research

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Editorial submission request

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
- 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:
Peru/Practice area/firm name

eg **Peru/Tax/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 7 February 2014
- 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 2013 edition

Do you agree with the rating the practice received in the editorial and ranking of the 2013 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).

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:

www.legal500.com/assets/images/research/la2014/peru-client-referees-2014.xls

For more information about how to fill in the referee spreadsheets, please read the guideline document at

www.legal500.com/assets/images/research/la2014/la-client-referees-explained.pdf

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Detailed work highlights

(All work referred to should fall between 1 February 2013 and 31 January 2014)

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

DEADLINE: Friday 7 February 2014

The following practice areas will be covered in the editorial.

- Banking and finance
- Bankruptcy and restructuring
- Competition and antitrust
- Corporate/M&A
- Dispute resolution
- Energy and natural resources: Electricity
- Energy and natural resources: Hydrocarbons
- Energy and natural resources: Mining
- Environment
- Insurance
- Intellectual property
- Labour and employment
- Projects and infrastructure
- Public law and regulation
- Real estate
- Tax

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CORPORATE COUNSEL 100

As part of The Legal 500's portfolio, the Corporate Counsel 100 Series aims to put innovative in-house counsel at the top of business agenda.

Following our successful inaugural Corporate Counsel 100: United States, we will be highlighting the leading in-house individuals in Latin America across www.legal500.com. For each practice area, we invite firms to provide up to three nominations for the Corporate Counsel 100: Latin America. Full details can be found at:

<http://www.legal500.com/assets/pages/cc100/latin-america.html>

Firms can either submit through the form on the website or via editorial@legal500.com