

The
LEGAL
500
LATIN AMERICA

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

**Editorial submission request – Colombia
2018**

You can also download submission guidelines on **Argentina, Bolivia, Brazil, Chile, Costa Rica, Dominican Republic, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay** and **Venezuela** from legal500.com/assets/pages/about-us/get-involved.html

COLOMBIA
Editorial submission request

We will soon be starting research for the seventh 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 9 February 2018**.

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 manager **Tim Verbrugge** (email tim.verbrugge@legal500.com). Information regarding directory listings will be circulated in February 2018.

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



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 9 February 2018

Editorial submissions should reach us no later than Friday 9 February 2018

Follow-up research will be conducted by telephone interviews between 12 February 2018 and 20 April 2018

Details of the editors and researchers will be posted on our website on Monday 12 February 2018 at legal500.com/assets/pages/about-us/get-involved.html

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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
- 4) Team information
- 5) NEW – Next generation lawyers

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Confidentiality

All information provided to us may be published by all The Legal 500 and Legalease Ltd products, unless it is marked as confidential. Please identify clearly any 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:
Colombia/Practice area/firm name

eg **Colombia/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 9 February 2018

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Detailed submission guidelines

For each practice area, please provide the following:

Feedback on the 2017 edition

Do you agree with the rating the practice received in the editorial and ranking of the 2017 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:

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

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Editorial submission request

Detailed work highlights

(All work referred to should fall between 1 February 2017 and 31 January 2018)

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)

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 general counsel, 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 Latin America's leading 'next generation' of talented younger partners or non-partners. We actively encourage firms to include information about 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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Practice areas researched

DEADLINE: Friday 9 February 2018

The following practice areas will be covered in the editorial.

- Banking and finance
- Competition and antitrust
- Corporate/M&A (including 'compliance')
- Dispute resolution
- Energy and natural resources
- Insurance
- Intellectual property
- International trade and customs
- Labour and employment
- Projects
- Real estate
- TMT (telecoms/media/technology)
- Tax