

LATIN AMERICA
Editorial submission request

We will soon be starting research for the ninth 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 2020**.

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 business development manager **Darren Clarke** (email darren.clarke@legal500.com). Information regarding directory listings will be circulated in February 2020.

If you have any queries, please email editorial@legal500.com or contact Anna MacPherson (anna.macpherson@legal500.com), 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

tim.girven@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 2020

Editorial submissions should reach us no later than Friday 7 February 2020

Follow-up research will be conducted by telephone interviews between 10 February 2020 and 17 April 2020

Details of the editors and researchers will be posted on our website on Monday 10 February 2020 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

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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

- You can now use The Legal 500 Submissions site to send your Word document and accompanying client referee spreadsheets to our research team. Please go to **<https://submissions.legal500.com/wp-login.php>** and login for full instructions.
- You should also send a spreadsheet of client referees relating to the practice area in the same format (see page 4). Please note, the deadline for submitting client referees is 7 February 2020
- 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 as per the submission template:

Feedback on the 2019 edition

Do you agree with the rating the practice received in the editorial and ranking of the 2019 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

Next generation lawyers and rising stars

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 strength-in-depth of teams, please also provide details or highlight both the firm's 'next generation' partners and 'rising star' associates. Please use your own discretion but, as a broad guideline we regard 'next generation' lawyers as those with 1-4 years' experience as partners, and 'rising stars' as key senior associates.

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

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- New partner promotions and partner/counsel hires (with date of promotion/arrival, and previous firm if applicable)

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

Detailed work highlights

(All work referred to should fall between 1 February 2019 and 31 January 2020)

We request a submission for each practice area in which the firm considers itself to have a significant or leading practice.

- a. Details of 5-20 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.

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- 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.