

### **Please note that referees are due in by 31 May 2021.**

Providing referees is not compulsory, and a firm will not be excluded from a ranking on the basis that referees have not been provided. However feedback – from clients, introducers/referrers of work, and other third parties – is an important element of the information considered by the editorial researchers in assessing rankings and writing accompanying editorial.

### **Completing the spreadsheet**

There is a reason for each piece of information we request, so it is strongly recommended that you **fill in every field**.

For example, we request **title, first name** and **surname** to personalise the emails we send out. Technically, these fields are optional, but personalisation increases response rates and helps beat spam filters.

**Company name** and **job title** are also optional, but having this information about referees can add significant weight to the feedback they provide.

**Law firm name** and **practice area** are **mandatory**. Without these, you won't be able to enter an email address and we won't be able to contact these individuals.

### **Points to note**

Please do not provide referees in any format other than the template spreadsheet. If you do, we may not be able to process the spreadsheet, and your referees may not be contacted.

Please do not delete ANY of the columns. If you do, we may not be able to process the spreadsheet, and your referees may not be contacted.

Please do not insert ANY information (for example headings or explanatory notes) that is not asked for.

Please do not fill out the spreadsheet in capital letters.

### **What happens next?**

The data contained in spreadsheets is extracted and used to generate an automatic email from the relevant researcher to the referee.

We sent more than 300,000 referee emails in the course of our research in 2020, and we are expecting to handle a greater number in 2021. We will be sending out referee emails shortly after the editorial submission deadlines.

### **I still have questions about the referee process**

If you have any questions about the referee process, please visit our FAQ webpage –

**[legal500.com/faqs](https://legal500.com/faqs)**.

Here you will find a section dedicated to referee-related questions.

If you have further questions that are not answered by our selection, please select “*Referees – I have a question about referees that does not match the criteria above*” and fill in the form. A member of our FAQ team will respond to you as soon as they can.