**Ukrainian Law Firms 2015. A Handbook for Foreign Clients**

**Submission Form**

Dear Sir/Madam!

Yuridicheskaya Practika Publishing is preparing its thirteenth edition of the national legal directory “**Ukrainian Law Firms 2015. A Handbook for Foreign Clients”** (fully available on-line: [www.ukrainianlawfirms.com](http://www.ukrainianlawfirms.com)).

It is published in English and provides international clientele with key branches of Ukrainian legislation and law firms operating in the market.

We would be grateful if you would kindly prepare your submission. The completed forms will be used to prepare our editorial surveys in the section of the Handbook entitled **“Who is Who in Ukrainian Law by Practice Areas/ Industries”.**

**Guide for preparing your submission:**

* You may submit information about actual projects of your law firm completed **in 2014 ONLY** and **ONGOING WORK** (not for the whole period of your presence on the market);
* Please differentiate your submission according to practice areas/ industries. Note that some practice areas/ industries may be multi-disciplinary. You may put references and notes in separate parts of your questionnaire (e.g., “please see corporate field”);
* In order to provide descriptive accents, you may divide practice areas/ industries into sub-divisions (e.g., intellectual property: trademarks, patents, copyright; or tax: transactional tax, tax litigation);
* The concretization of data is welcome but not compulsory because of the policy of confidentiality. If you submit confidential information to us for publication, please provide it in a general, descriptive way (for instance, large Ukrainian agrarian holding, foreign bank, etc.);
* You may submit confidential information for our research purposes only. Please put the mark **“CONFIDENTIAL”** in red and specify the subject of confidentiality (whole project, client, value, etc.);
* If you would like to emphasize the descriptive highlights of a law firm’s recent work, please be brief. Do not overload your questionnaire with technical details;
* Submission in English is preferable. However, your data can be also submitted in Russian or Ukrainian. **BUT!** Due to the different options in the transliteration of names, we kindly ask you in advance to write the **credentials of lawyers with the correct transliteration in the English language.** We would kindly appreciate submission of **the names of your clients in English.**

**Important!**

* We would appreciate it if you would pay the arrangement fee in the amount of **UAH 2,000.** Payment of the fee is voluntary and does not affect your ranking positions. Bank account details of recipient: *ОТРИМУВАЧ: ТОВ «Подробиці», код 31837433, розрахунковий рахунок № 26000010033570, банк ВАТ «Укрексімбанк» в м. Києві, МФО 322313, Не платник ПДВ. ПРИЗНАЧЕННЯ ПЛАТЕЖУ: послуги по дослідженню ринку, без ПДВ (свідоцтво платника єдиного податку № 476304 від 01.10.2013 року)*
* The research team will contact the persons responsible for submission to clarify information and request an additional data if need be.
* Please provide only the final version of your submission.

**Deadlines**

Completed questionnaires are to be sent in the form of e-mails to [editor@ujbl.info](mailto:editor@ujbl.info)

As it is planned to issue the Handbook in April 2015 and the research team has to analyze a great deal of information, we would appreciate receipt of your submission by **26 December 2014 or earlier.**

For additional information regarding research, please contact the research team: **Olga Usenko**, **Alena Chernyavskaya** or **Nataliya Koloskova** by phone: (044) 495-27-27 or e-mail: [editor@ujbl.info](mailto:editor@ujbl.info)

For queries regarding paid advertising options please contact **Vadim Shpachuk**: [v.shpachuk@pravo.ua](mailto:v.shpachuk@pravo.ua)

For your convenience, your submission can be done in any **suitable form.**

1. **Basic information about your law firm**

Law Firm:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact details (address, telephone, e-mail):

Number of lawyers (total)\_\_\_including equity partners (owners)\_\_\_salary partners\_\_\_senior associates\_\_\_\_\_associates \_\_\_\_

Recent developments in your law firm (e.g., new hires/departures, new practice areas, departments, branch offices, etc.).

Contact person (to clarify submission and arrange poll/interview)

1. **In order to reflect business activity in the country, the research team systematizes available transactions into special monitoring tables.**

**CLOSED** deals in **2014 ONLY:\***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Monitoring tables | Value in USD (if disclosed)  If it is not disclosed, put “WND” | Transaction | Legal advisers (Ukrainian law) | Foreign legal adviser, governing law  **PUBLISHABLE ONLY** | Period of closure in 2014 |
|  |  | *Deal description, parties involved* | *Whom did the law firm represent? If possible, name legal advisors from other contracting parties* |  |  |
| Debt & equity capital markets |  |  |  |  |  |
| Debt restructuring |  |  |  |  |  |
| Banking & finance |  |  |  |  |  |
| M&A, joint ventures and strategic partnership establishing, intragroup transactions |  |  |  |  |  |
| Transactions in the antitrust field |  |  |  |  |  |

\*Please note that we do not publish deals in a descriptive way: “Loan to a Ukrainian company from a Ukrainian bank”. Please check the wording of projects in our recent edition: <http://ukrainianlawfirms.com/market/>

1. **The list of practice areas and industries we would like to investigate is as follows:**

* Agribusiness
* Antitrust/Competition
* Banking & Finance
* Bankruptcy/Restructuring
* Capital Markets
* Corporate
* Criminal Law/ White-Collar Crime
* Energy & Natural Resources
* Information Technologies/Communications
* Intellectual Property
* International Arbitration
* International Trade
* Labor & Employment
* Land
* Litigation
* Media & Entertainment
* M&A
* Medicine & Healthcare/ Pharmaceuticals
* Real Estate & Construction
* Tax: Consulting and Litigation
* Transport & Infrastructure

Please note that the editorial team may combine or split the topics due to market developments in the area and sufficiency of collected data.

Your submission for every single practice/industry should include:

* Major clients in 2014, new clients (research period)
* Deals/cases in 2014 (Please highlight several landmark projects of your firm. You may specify concrete specialization in every area/ industry, project innovation and its status (completed period or ongoing)
* Practice developments (Lead partner/ number of lawyers/new hires/ promotions/ departures/ competence breakdown)
* Other work highlights (number of projects, their aggregate value, industrial expertise, etc.).
* Your main competitors
* Other law firms you consider as top firms in the corresponding area
* Other legal practitioners you consider as top individuals in their fields
* Name firms/individuals missing in the previous edition (explain your opinion).

1. **Your assessment of the Ukrainian legal services market. You can follow the suggested structure:**

* General assessment (clients, prices, competition)
* Recent trends in law firm management
* Legal employment market
* Practice areas/ industries development
* Prospects.

1. **Your comments on Ukrainian Law Firms 2014. A Handbook for Foreign Clients.**