

**TRANSLATION AGENCIES: LEGAL TRANSLATION**

**Practice Area Description:** Translation Agencies: Legal Translation covers firms that provide technical translation for domestic or international legal claims, contracts, legal records, and others.

This questionnaire can be filled in using Brazilian Portuguese or English

Please send the forms and referee lists to: brasil@leadersleague.com

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| 1. **Firm’s Information** |

**Firm’s Name**

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**Year of Establishment**

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**Name of the Managing Partner(s)**

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**Name of the person(s) in charge of Marketing/Business Development:**

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**List of Offices:**

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### Composition of the firm:

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| Number of Partners | Number of Employees |
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| 1. **Department Information** |

**Name of the professional(s) in charge of completing this form:**

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### Name of the Head(s) and other key partners in order of importance/seniority:

*Highlight in RED the partners who dedicate less than 50% of their time to this department.*

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| --- | --- | --- | --- |
| Name | Email | Since | Comments |
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### Composition of the department:

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| Number of Male Employees | Number of Female Employees |
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**Please tell us about any top management changes in this department over the last 12 months. This includes arrivals, departures, promotions and retirements. Feel free to add rows if necessary.**

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| Name | Position | Arrived/left/promoted/retired? | Moved to/from where? | Month and year |
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**What is your department best known for?** **(500 words max.)**

*Specific expertise, types of mandates, industry sectors, renowned practitioners, etc.*

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**How many active clients in this specific practice area does your firm currently have?**

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**How many projects in this specific practice area did your firm take on in the last 12 months?**

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**Top five sectors your department works with:**

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| 1. |
| 2. |
| 3. |
| 4. |
| 5. |

**List of active clients (up to 30, in order of importance). Please highlight any new clients in the list.**

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| Company | Sector | New Client (Y/N) | Confidential (Y/N) | Type of Work |
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| 3. |  |  |  |  |
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| 10. |  |  |  |  |
| 11. |  |  |  |  |
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| 30. |  |  |  |  |

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| 1. **Referees** |

**Please fill out the specific form *attached* with the contact details of your in-house referees.**

*Do note that when contacting clients, we will not mention you or your firm.*

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| 1. **1** **Peer Feedback** |

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| **Translation Agencies – Legal Translation: Established Practitioners** |

In your opinion, which are the leading Translation Agencies for Legal Translation?

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| Firm / Professional | Comments |
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| **Translation Agencies – Legal Translation: Rising Stars** |

**In your opinion, who are the rising stars in this practice?***(i.e. young teams with an increasing presence and reputation.)*

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| Firm | Professional | Main Specialty |
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| **E. Feedback** |

**What is your opinion of your firm’s current position in Leaders League’s Translation Agencies – Legal Transation ranking?**

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| 1. **Work Highlights** |

Guidelines

* To be eligible, matters must have been ongoing in the last 12 months.
* Any piece of information considered confidential should be highlighted in **RED**.
* Matters should not exceed one page.
* **Status and key dates** are essential information for our analysis.
* **Matter’s Context** should describe the context in which your work was solicited by the client.
* **Firm’s role and main output** should focus on explaining what the firm did for the client and why it made a difference for his/her business. It can include a description of the firm’s strategy and the obtained results. Feel free to give details on the firm’s approach to meet and exceed the clients’ expectations.
* For firms benefiting from **Firm Profiles**: the non-confidential work highlights shared here can be used to complete your **Track Record** section in our websites and physical reports.

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| **MATTER NUMBER 01** | |
| **Name of the Matter:** | **Confidential (Y/N):** |
| **Client:** | |
| **Matter’s Value (specify currency) and/or other key numbers:** | |
| **Matter Status (closed in last year or ongoing?):** | |

**Matter’s Context:**

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**Firm’s role and main output:**

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**Lead Partner(s):**

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**Other team members:**

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**Other firms advising on the matter and their role:**

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**Links to press coverage:**

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| **Matter NUMBER 02** | |
| **Name of the Matter:** | **Confidential (Y/N):** |
| **Client:** | |
| **Matter’s Value (specify currency) and/or other key numbers:** | |
| **Matter Status (closed in last year or ongoing?):** | |

**Matter’s Context:**

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**Firm’s role and main output:**

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**Lead Partner(s):**

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**Other team members:**

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**Other firms advising on the matter and their role:**

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**Links to press coverage:**

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| **Matter NUMBER 03** | |
| **Name of the Matter:** | **Confidential (Y/N):** |
| **Client:** | |
| **Matter’s Value (specify currency) and/or other key numbers:** | |
| **Matter Status (closed in last year or ongoing?):** | |

**Matter’s Context:**

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**Firm’s role and main output:**

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**Lead Partner(s):**

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**Other team members:**

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**Other firms advising on the matter and their role:**

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**Links to press coverage:**

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| **Matter NUMBER 04** | |
| **Name of the Matter:** | **Confidential (Y/N):** |
| **Client:** | |
| **Matter’s Value (specify currency) and/or other key numbers:** | |
| **Matter Status (closed in last year or ongoing?):** | |

**Matter’s Context:**

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**Firm’s role and main output:**

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**Lead Partner(s):**

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**Other team members:**

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**Other firms advising on the matter and their role:**

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**Links to press coverage:**

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| **Matter NUMBER 05** | |
| **Name of the Matter:** | **Confidential (Y/N):** |
| **Client:** | |
| **Matter’s Value (specify currency) and/or other key numbers:** | |
| **Matter Status (closed in last year or ongoing?):** | |

**Matter’s Context:**

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**Firm’s role and main output:**

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**Lead Partner(s):**

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**Other team members:**

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**Other firms advising on the matter and their role:**

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**Links to press coverage:**

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| **Name of the Matter:** | **Confidential (Y/N):** |
| **Client:** | |
| **Matter’s Value (specify currency) and/or other key numbers:** | |
| **Matter Status (closed in last year or ongoing?):** | |

**Matter’s Context:**

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**Firm’s role and main output:**

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**Lead Partner(s):**

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**Other team members:**

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**Other firms advising on the matter and their role:**

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**Links to press coverage:**

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| **Matter NUMBER 07** | |
| **Name of the Matter:** | **Confidential (Y/N):** |
| **Client:** | |
| **Matter’s Value (specify currency) and/or other key numbers:** | |
| **Matter Status (closed in last year or ongoing?):** | |

**Matter’s Context:**

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**Firm’s role and main output:**

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**Lead Partner(s):**

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**Other team members:**

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**Other firms advising on the matter and their role:**

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**Links to press coverage:**

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| **Matter NUMBER 08** | |
| **Name of the Matter:** | **Confidential (Y/N):** |
| **Client:** | |
| **Matter’s Value (specify currency) and/or other key numbers:** | |
| **Matter Status (closed in last year or ongoing?):** | |

**Matter’s Context:**

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**Firm’s role and main output:**

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**Lead Partner(s):**

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**Other team members:**

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**Other firms advising on the matter and their role:**

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**Links to press coverage:**

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| **Matter NUMBER 09** | |
| **Name of the Matter:** | **Confidential (Y/N):** |
| **Client:** | |
| **Matter’s Value (specify currency) and/or other key numbers:** | |
| **Matter Status (closed in last year or ongoing?):** | |

**Matter’s Context:**

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**Firm’s role and main output:**

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**Lead Partner(s):**

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**Other team members:**

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**Other firms advising on the matter and their role:**

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**Links to press coverage:**

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| **Matter NUMBER 10** | |
| **Name of the Matter:** | **Confidential (Y/N):** |
| **Client:** | |
| **Matter’s Value (specify currency) and/or other key numbers:** | |
| **Matter Status (closed in last year or ongoing?):** | |

**Matter’s Context:**

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**Firm’s role and main output:**

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**Lead Partner(s):**

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**Other team members:**

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**Other firms advising on the matter and their role:**

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**Links to press coverage:**

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