

# ILP ANNUAL SURVEY

## INFORMATION ABOUT YOUR PRACTICE

*Note: this form will soon (mid-late 2009) be replaced by an on-line version*

Please provide the following information and / or documentation to assist the Commission to better understand your practice:

1. Is the incorporated legal practice providing services other than legal services? If so, please advise the nature of the other business.<sup>1</sup>
2. Please advise the major areas of law by revenue <sup>2</sup> in which the law practice offers legal services.
3. Please provide details of staff numbers involved in the provision of legal services:<sup>3</sup>

| Type of Employee                         | Number |
|--|--------|
| Principal practising certificate holders |        |
| Employee solicitors                      |        |
| Articled Clerks/Supervised trainees      |        |
| Paralegals                               |        |
| All other non-legal staff                |        |

4. Please provide your estimated gross fee income <sup>4</sup> for the next financial year.
5. Please provide a copy of the practice's professional indemnity insurance certificate. <sup>5</sup>
6. How many claims were made against the firm in the last financial year?
7. How many claims were paid, whether by the insurers or the firm, in the last financial year?

<sup>1</sup> For example, a tax advisory service, real estate agent, financial services etc.

<sup>2</sup> Please list up to three (3). For example, conveyancing, commercial, personal injury, family law, wills/estates etc

<sup>3</sup> Please note that staff numbers are being collected for consideration in respect of suitability of supervision procedures and management systems in general.

<sup>4</sup> Gross Fee Income is the Gross Professional Fees Rendered for a year or expected to be rendered. This will be the amount you have previously advised to your professional indemnity insurer. Please note that this information is strictly confidential and covered by the Commission's strict confidentiality obligations provided by the Act..

<sup>5</sup> The legal practitioner director(s), executive officers are responsible for maintaining professional indemnity insurance: Section 121 *Legal Profession Act 2007*