

Questionnaire for Solicitor Firms

Enumerator no.: E _____

Sample no. : _____

Please note that information provided in this questionnaire should cover headquarters as well as all branches of your firm.

Legal personnel and staffing

1. Based on information provided by the Law Society of Hong Kong, the number of legal professionals working in your firm (including headquarters and branches) is shown below. Please provide updated information where applicable.

	Number based on information from Law Society	Number as at end June 2005	Anticipated increase or decrease in coming 12 months
Partners			
Consultants			
Assistant Solicitors/ Associates			
Foreign Lawyers			
Total			

Please advise the number of Notaries Public in your firm: _____

Please advise the number of China Appointed Attesting Officers in your firm: _____

2. Does your firm have a **company-wide** policy on trainee solicitors?

- (1) ☐ Yes. Please provide the following information:
 (3) Brief description of the policy: _____
- (2) ☐ No. The reasons are: _____

3. Is your firm employing any trainee solicitors?

- (1) ☐ Yes. Please provide the following information:
 (3) Number of trainee solicitors currently employed: = _____
 (4) Number of new trainee solicitors planned to be recruited in coming 12 months: = _____
- (2) ☐ No. The reasons are: _____

4. Do you have any plan in the next 12 months to recruit lawyers or trainee lawyers to join your firm?

(1) ☐ Yes. Please provide the following information:

(3) The main reasons are (please "tick" all that apply):

(a) ☐ To replace lawyers who have left or planning to leave your firm

(b) ☐ To cope with anticipated increase in demand for service

(c) ☐ To relieve heavy workload of existing lawyers in your firm

(d) ☐ Other reasons, please specify: _____

(4) The profile of lawyers you plan to recruit:

(a) ☐ Areas of specialisation: _____

(b) ☐ Years of experience: _____

(c) ☐ Other reasons, please specify: _____

(2) ☐ No. The reasons are: _____

5. Please provide information on the number of supporting staff your firm is employing (as at end June 2005)?

	<u>Number employed</u>
☐ Legal clerk/ paralegal staff	(_____)
☐ Secretarial staff	(_____)
☐ Clerical staff	(_____)
☐ Other staff	(_____)
Please specify: _____	

Legal services provided

6. What are the areas of service offered by your firm? (Please "tick" all that apply)

	Offering now		Plan to offer in the near future		The <u>number of solicitors</u> offering such service <u>at present</u> (Note: a solicitor may offer more than one type of service)
	Litigation	Non-litigation	Litigation	Non-litigation	
a) Criminal	☐	☐	☐	☐	
b) Civil					
PRC-related matters	☐	☐	☐	☐	
Administrative/ constitutional	☐	☐	☐	☐	
Human rights	☐	☐	☐	☐	
Advocacy services	☐	☐	☐	☐	
Commercial and company	☐	☐	☐	☐	
Shipping	☐	☐	☐	☐	
Intellectual property	☐	☐	☐	☐	
Insolvency and bankruptcy	☐	☐	☐	☐	
Wills and probate	☐	☐	☐	☐	
Matrimonial and family	☐	☐	☐	☐	
Discrimination	☐	☐	☐	☐	

	Offering now		Plan to offer in the near future		The number of solicitors offering such service at present (Note: a solicitor may offer more than one type of service)
	Litigation	Non-litigation	Litigation	Non-litigation	
Defamation	☐	☐	☐	☐	
Employment	☐	☐	☐	☐	
Immigration	☐	☐	☐	☐	
Personal injuries	☐	☐	☐	☐	
Professional negligence	☐	☐	☐	☐	
Consumer services	☐	☐	☐	☐	
Landlord and tenant	☐	☐	☐	☐	
Land and property	☐	☐	☐	☐	
Building management	☐	☐	☐	☐	
Notarial services	☐	☐	☐	☐	
Others, please specify: _____	☐	☐	☐	☐	

7. Please indicate below the kind of legal services actually provided by your firm in 2004 and anticipated changes in the volume of work in 2005. (Please “tick” all that apply)

Type of service	Whether services provided in 2004		Anticipated changes in volume of work in 2005 (as compared to 2004)			Remarks
	Yes	No	Increase	No change	Decrease	
a) Criminal	☐	☐	☐	☐	☐	
b) Civil						
PRC-related matters	☐	☐	☐	☐	☐	
Administrative/ constitutional	☐	☐	☐	☐	☐	
Human rights	☐	☐	☐	☐	☐	
Advocacy services	☐	☐	☐	☐	☐	
Commercial and company	☐	☐	☐	☐	☐	
Shipping	☐	☐	☐	☐	☐	
Intellectual property	☐	☐	☐	☐	☐	
Insolvency and bankruptcy	☐	☐	☐	☐	☐	
Wills and probate	☐	☐	☐	☐	☐	
Matrimonial and family	☐	☐	☐	☐	☐	
Discrimination	☐	☐	☐	☐	☐	
Defamation	☐	☐	☐	☐	☐	
Employment	☐	☐	☐	☐	☐	
Immigration	☐	☐	☐	☐	☐	
Personal injuries	☐	☐	☐	☐	☐	
Professional negligence	☐	☐	☐	☐	☐	
Consumer services	☐	☐	☐	☐	☐	
Landlord and tenant	☐	☐	☐	☐	☐	
Land and property	☐	☐	☐	☐	☐	

Type of service	Whether services provided in 2004		Anticipated changes in volume of work in 2005 (as compared to 2004)			Remarks
	Yes	No	Increase	No change	Decrease	
Building management	☐	☐	☐	☐	☐	
Notarial services	☐	☐	☐	☐	☐	
Others, please specify:	☐	☐	☐	☐	☐	

8. Does your firm have a policy of specialisation in service provision?

(1) ☐ Yes. The area(s) of law specialised in: _____

(2) ☐ No. The reason(s): _____

9. Has your firm turned away requests for service in 2005?

(1) ☐ Yes. Please provide the following information:

(3) The main reasons are (please "tick" all that apply):

(a) ☐ Not sufficient staff resources

(b) ☐ Not area of firm's specialisation

(c) ☐ Other reasons, please specify: _____

(4) Do you normally refer the requests you decline to other solicitor firms?

(a) ☐ Yes

(b) ☐ No

(5) Please provide information on the types of requests for service which your firm has turned away in 2005:

(2) ☐ No

10. Has your firm taken up any cases in 2005 which are funded by legal aid or the Duty Lawyer Scheme?

(1) ☐ Yes

(2) ☐ No. The reason(s): _____

11. Does your firm have any plan to relocate to or set up branches in other districts in Hong Kong?
 (Please "tick" all that apply)

(1) ☐ Yes, there is plan to relocate and the district in mind is _____

The reasons for relocation are: _____

(2) ☐ Yes, there is plan to set up branch(es) and the district(s) in mind is _____

The criteria for setting up branch(es) are: _____

Minimum business required to support the continued operation of branch(es) is:

(3) ☐ No. The reasons are: _____

Pro bono services

12. Does your firm have a company-wide policy on pro bono work?

(1) ☐ Yes. Please provide the following information:

(3) Brief description of the policy: _____

(2) ☐ No. The reasons are: _____

Promotion of legal services

13. What measures has your firm taken to promote the services provided by your firm in 2005?

(Please "tick" all that apply)

☐ Advertisements

☐ Promotional leaflets

☐ Seminars

☐ Pro bono work

☐ Others, please specify: _____

14. What additional measures by yourselves or by the government you think can help promote the services provided by your firm?

15. In your experience, what are the factors affecting your choice of barristers?

(Please "tick" in the boxes below. More than one choice may be selected.)

	Very important	Important	Not very Important	Not Important At All
	(1)	(2)	(3)	(4)
a) Past experience with barristers	☐	☐	☐	☐
b) Recommendations by friends	☐	☐	☐	☐
c) Recommendations by solicitors	☐	☐	☐	☐
d) Reputation of barristers	☐	☐	☐	☐
e) Experience of barristers	☐	☐	☐	☐
f) Performance records of barristers	☐	☐	☐	☐
g) Location of barrister's chambers	☐	☐	☐	☐
h) Fee level	☐	☐	☐	☐
i) Others, please specify:	☐	☐	☐	☐

16. In your experience, what are the factors affecting your clients' choice of the service of your firm?

(Please "tick" in the boxes below. More than one choice may be selected.)

	Very important	Important	Not very Important	Not Important At All
	(1)	(2)	(3)	(4)
a) Past experience with solicitors	☐	☐	☐	☐
b) Recommendations by friends	☐	☐	☐	☐
c) Referrals by other solicitors	☐	☐	☐	☐
d) Ability to provide one-stop service	☐	☐	☐	☐

	Very important	Important	Not very Important	Not Important At All
e) Reputation of solicitors	☐	☐	☐	☐
f) Reputation of solicitor firms	☐	☐	☐	☐
g) Experience of solicitors	☐	☐	☐	☐
h) Size of solicitor firms	☐	☐	☐	☐
i) Location of solicitor firms	☐	☐	☐	☐
j) Fee level	☐	☐	☐	☐
k) Advertisements	☐	☐	☐	☐
l) Others, please specify:	☐	☐	☐	☐

17. From your experience, through what channels do your clients come to your firm for legal service? (Please "tick" all that apply)

- ☐ After seeing your firms' advertisements in the mass media (e.g. newspapers)
- ☐ Based on promotional leaflets received from your firm
- ☐ After attending seminars given by staff of your firm
- ☐ After receiving legal services provided by staff of your firm as part of their pro bono work
- ☐ Recommendations of friends
- ☐ Referrals by other lawyers
- ☐ Walk-in
- ☐ Others, please specify: _____

18. Please advise the proportion of cases in 2005 in which the choice of barristers is based on recommendations of your clients or recommendations of solicitors of your firm.

- (1) ☐ Primarily recommendation of your client _____%
- (2) ☐ Primarily recommendation of solicitors of your firm _____%
- Total** **100%**

Other information

19. Based on your experience in the last 3 years, please advise the approximate proportion of bills which were unpaid after one year (in terms of amount).

- (1) ☐ Less than 10%
- (2) ☐ 10-19.9%
- (3) ☐ 20-29.9%
- (4) ☐ 30-39.9%
- (5) ☐ 40-49.9%
- (6) ☐ 50% or above

20. Please give below any views you may have on the balance between demand for and supply of legal services in Hong Kong.

— End of Questionnaire —