



## Law 360's Regional Powerhouses FAQs

### How do I submit?

- Submit using this online form. A list of the questions asked on the form is available here.
- The deadline is July 9.

### Can I get a confirmation copy of my submission after I submit it?

- You will get an automatic confirmation email sent to the email address provided on the online form once you submit. If you do not receive it, please check your spam folder and your firm's security settings.
- If you still do not receive it, **do not submit again**. Email [newsroom@law360.com](mailto:newsroom@law360.com) to receive a copy and confirmation of your submission.

### Is there a word limit for the submission?

- The word limit is 1,750 total, up to 1,500 words for a detailed description of significant litigation wins, transactions or projects your firm's attorneys worked on in the state from July 1, 2017 to July 1, 2018, and 250 words to include anything else you want our editors to know. This additional information could include high-profile attorneys working in the state or other ongoing matters/representations worth highlighting that didn't make it into the prior section.

### What does it mean for a matter to have taken place within the state?

- In order to be eligible for inclusion, a case should have taken place in a court physically located in that state (state or federal jurisdiction) or have a **very** clear nexus to the state. For example, the U.S. Supreme Court's recent decision on sports betting might merit inclusion in a submission for New Jersey because, even though that case took place in Washington, D.C., it started in New Jersey, involved the state of New Jersey as a party and dealt with the interpretation of a New Jersey state law.
- For transactional matters, at least one of the parties should be based in the relevant state or it should have some other clear nexus to the state (e.g., securing state antitrust approval for a merger or other regulatory approval from authorities in the relevant state). The connection needs to be stronger than just the fact that attorneys from that state worked on the matter, if the matter has no other connection to the state and all the developments took place out of state.
- When in doubt, include it. The point of this series is to recognize firms that have strong local/regional attorneys working on important local/regional matters, but it's up to you to make the case for why the work is worthy of this recognition if it doesn't fit neatly into the guidelines above.

**Do local attorneys have to have worked on the matter in order for it to be eligible for inclusion?**

- Not necessarily. Sometimes there are significant matters in a state that involve work from out-of-state attorneys. Something like this can still speak to a firm's strength in the local market even if no local attorneys worked on it.
- That said, it would be odd if none of the matters included in a submission for a particular state involved work from attorneys based in that state.

**How will the winners for this series be selected? Does a firm have to submit to be chosen?**

- Yes, your firm must submit in order to be considered. A team of editors will review all the submissions and firms will be notified at the email address provided in the submission whether or not they've been chosen. The number of winners per state will depend on the strength of the submissions.

**What factors do the editors consider when choosing the winners?**

- Winners will be chosen based on two factors: the percentage of the firm's attorneys based in the state, and the strength of the matters handled in the state during the relevant time period.

**What kind of information should be included in the submission?**

- You should state why the firm should be chosen. Include details of specific matters within the July 1, 2017-July 1, 2018 time frame that illustrate the firm's strength in the region, the dates of the achievements, and the specific role the firm played in the matter. A few sentences putting into context why a matter is significant is better than a list of case captions.

**How do I determine what matters are considered within the time period?**

- If the main achievement (e.g., trial win, favorable ruling, deal announcement) took place during the time period, include it. Matters that spanned the July 1, 2017-July 1, 2018 time period, such as a trial win from earlier that was later upheld on appeal, can also be included. Just be sure to clearly label what happened when.
- Matters that concluded prior to the time period shouldn't be included.
- Ongoing matters in which nothing significant took place during the time period should not be included (if there is something very high-profile that falls into this category, feel free to mention it in the space for "Anything else we should know?").

**What kind of formatting should I use?**

- Bullet points, subheads etc. make it easier for the editors to read the submission and are encouraged.

- Supplemental materials, including pictures or links to outside sources, should not be included. We do not click on any links when evaluating submissions.
- We don't require case numbers for specific matters, though you can include them if you like.

**Is this series for regional firms only or can national firms submit?**

- We welcome submissions from national firms with a strong regional presence, as well as regional, local and boutique firms.
- However, preference will be given to firms that truly identify as regional. This is reflected in the quantitative component we added this year on the percentage of the firm's total number of attorneys who are based in the state.

**How should I determine the percentage of in-state attorneys for my firm?**

- Question 6 will ask you the number of in-state attorneys at your firm as of July 1, 2018, and question 7 will ask you the total number of attorneys you have in the U.S. as of July 1, 2018. You must answer both. We will use those answers to calculate the percentage of in-state attorneys.
- Both numbers should only be the actual number of attorneys, **not** full-time equivalent (FTE).
- In order to be considered an in-state attorney, attorneys should spend at least 50% of their time in the state.

**What if my firm has more than one office in the state?**

- The achievements of all the offices in the state should be bundled into one submission for that state. Do not make multiple submissions per state.
- The headcount should be the total number of all attorneys from all the firm's offices in that state.

**Can my firm submit for more than one state?**

- Yes.

**What if my firm has previously been designated a Regional Powerhouse?**

- You should feel free to submit again. Having been selected previously won't hurt your chances of winning again. Do not include matters that happened in an earlier year, as we will not be able to include those in this year's firm profiles.

**What will you do with the submissions? How will they be used?**

- The editors will read them to determine the winners, and information on the winning firms will be provided to reporters assigned to write the individual profiles. The reporters will contact the firm to conduct interviews and will write individual profiles.



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**Can I submit confidential information for consideration?**

- Yes, though it must be clearly labeled confidential. Please also keep in mind that in order to write the profile, reporters will need on-the-record details of at least some of the matters the firm worked on; otherwise there will not be enough information for the profile. Firms with most or all matters marked confidential are unlikely to be chosen.

**I have more questions. Who can I ask?**

- Please feel free to contact [newsroom@law360.com](mailto:newsroom@law360.com).