

## **Training Checklist for Trainee Solicitors**

### **I. Aim**

To enhance consistency in the process of training, the Law Society has prepared a checklist on the basic type of practical training that a trainee solicitor is expected to undergo prior to qualification.

The checklist is aimed at providing general guidance on the basic training and assisting principals and trainees in devising their own training programme. Principals can amend and adapt it to meet the training needs of their own practice.

In handling the tasks set out in specific practice areas, trainees should be closely supervised by experienced practitioners.

### **II. Requirements in trainee solicitor contract**

In the standard form of a Hong Kong trainee solicitor contract (Clause 5(1)), a principal is required to provide his trainee solicitor with the opportunity to learn:

- (a) the principles of professional conduct;
- (b) the basic skills of
  - (i) communication
  - (ii) practice support
  - (iii) legal research
  - (iv) drafting
  - (v) interviewing
  - (vi) negotiation
  - (vii) advocacy;
- (c) at least 3 of the following legal practice areas:
  - (i) banking
  - (ii) civil litigation
  - (iii) commercial
  - (iv) company
  - (v) criminal litigation
  - (vi) family
  - (vii) insolvency
  - (viii) intellectual property
  - (ix) property
  - (x) trusts, wills and probate

### III Training Checklist for Trainee Solicitors

To make the training effective, trainee solicitors should be given regular guidance and feedback on their performance.

Where feedback on performance is expected to be given by the principal, there will be two boxes against the item, each marked with “T” and “P” representing training given to trainee and feedback given by principal respectively.

Trainees can tick in the boxes where appropriate.

	Area	Briefing / Training / Practical Experience	Target Outcome	Duration (with dates)
1.	<b>Induction</b>	<p>(a) <b>Briefing on office procedures</b></p> <p><input type="checkbox"/> • Office hours</p> <p><input type="checkbox"/> • Salary payments</p> <p><input type="checkbox"/> • Leave application</p> <p><input type="checkbox"/> • Liaison with other departments</p> <p><input type="checkbox"/> • Secretarial support</p>	<p>Gain an understanding of</p> <p>(i) the work environment</p> <p>(ii) the firm’s background</p> <p>(iii) the people to work with</p> <p>(iv) the office procedures to follow</p> <p>(v) the requirements to fulfill as a trainee</p>	

	Area	Briefing / Training / Practical Experience	Target Outcome	Duration (with dates)
1.	<b>Induction (cont'd)</b>	<p><b>(b) Briefing on office and IT systems</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> • Filing system</li> <li><input type="checkbox"/> • Archiving system</li> <li><input type="checkbox"/> • Library</li> <li><input type="checkbox"/> • Research facilities</li> <li><input type="checkbox"/> • Computer software in use</li> <li><input type="checkbox"/> • Use of Internet</li> <li><input type="checkbox"/> • Use of E-mail</li> </ul> <p><b>(c) Briefing on structure of training</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> • Registration of trainee solicitor contract</li> <li><input type="checkbox"/> • Seat rotation</li> <li><input type="checkbox"/> • Requirement on the completion and maintenance of a training record for the duration of the contract</li> <li><input type="checkbox"/> • Continuing professional development requirement for trainees</li> <li><input type="checkbox"/> • Student membership of the Law Society</li> </ul>		

	Area	Briefing / Training / Practical Experience	Target Outcome	Duration (with dates)
2.	<b>Professional ethics</b>	<p>Experience in applying major ethical principles in real cases:</p> <p><b>(a) Fiduciary duty</b></p> <p><input type="checkbox"/> T <input type="checkbox"/> P • Act in client’s best interests with honesty, openness and fairness</p> <p><input type="checkbox"/> T <input type="checkbox"/> P • Handle conflict check (between solicitor and client and between clients)</p> <p><input type="checkbox"/> T <input type="checkbox"/> P • Identify any potential or actual conflict</p> <p><input type="checkbox"/> T <input type="checkbox"/> P • Take appropriate action to deal with any actual conflict or to avoid any potential conflict arising in the future</p> <p><b>(b) Confidentiality</b></p> <p><input type="checkbox"/> T <input type="checkbox"/> P • Recognise and comply with the duty of confidentiality owed to clients</p> <p><b>(c) Professional undertakings</b></p> <p><input type="checkbox"/> T <input type="checkbox"/> P • Draft professional undertakings taking into account the effect and the responsibilities embodied in such undertakings</p> <p><input type="checkbox"/> T <input type="checkbox"/> P • Follow up on the performance of the professional undertakings</p>	<p>Ability to</p> <p>(i) recognise and resolve ethical dilemmas</p> <p>(ii) identify and discharge duties and obligations as a solicitor in accordance with rules of professional conduct applicable to Hong Kong solicitors</p>	

	Area	Briefing / Training / Practical Experience	Target Outcome	Duration (with dates)
2.	Professional ethics (cont'd)	<p><b>(d) Professional fees</b></p> <p><input type="checkbox"/> T <input type="checkbox"/> P • Draft written advice on cost estimates / availability of legal aid</p> <p><input type="checkbox"/> T <input type="checkbox"/> P • Draft bills of costs (interim and final)</p> <p><input type="checkbox"/> T <input type="checkbox"/> P • Draft written records of agreed fees</p> <p><input type="checkbox"/> T <input type="checkbox"/> P • Follow up on the settlement of the bills / agreed fees</p> <p><input type="checkbox"/> T <input type="checkbox"/> P • Understand the office procedures on issue of receipts and payment of fees into office / client accounts / third parties</p> <p><input type="checkbox"/> T <input type="checkbox"/> P • Understand the prohibition against profit sharing with unqualified persons</p>		

	Area	Briefing / Training / Practical Experience	Target Outcome	Duration (with dates)
3.	<b>Communication skills</b>	<div data-bbox="432 315 485 363" style="border: 1px solid black; display: inline-block; padding: 2px;">T</div> <div data-bbox="495 315 548 363" style="border: 1px solid black; display: inline-block; padding: 2px;">P</div> (a) Draft letters to clients, internal notes and memos	Ability to <ul style="list-style-type: none"> <li data-bbox="1226 363 1734 565">(i) identify with respect to a proposed communication:               <ul style="list-style-type: none"> <li data-bbox="1314 467 1556 496">- the purpose; and</li> <li data-bbox="1314 500 1734 565">- the most appropriate and effective way of making it; and</li> </ul> </li> <li data-bbox="1226 604 1755 805">(ii) present thoughts, advice and submission orally and in writing in a logical, clear and succinct manner, having regard to the circumstances and the recipient to whom the communication is directed.</li> </ul>	

	Area	Briefing / Training / Practical Experience	Target Outcome	Duration (with dates)
4.	<b>Practice support skills</b>	<p data-bbox="426 326 1136 427"> <span style="border: 1px solid black; padding: 2px;">T</span> <span style="border: 1px solid black; padding: 2px;">P</span> (a) Run small transactions under close supervision and gain experience in case management         </p> <p data-bbox="426 500 1188 565"> <span style="border: 1px solid black; padding: 2px;">T</span> <span style="border: 1px solid black; padding: 2px;">P</span> (b) Work on larger transactions as a member of a team and gain experience in team work         </p>	<p data-bbox="1218 293 1339 321">Ability to</p> <p data-bbox="1218 329 1640 394">(i) manage personal workload efficiently;</p> <p data-bbox="1218 431 1745 459">(ii) work effectively as a team member;</p> <p data-bbox="1218 496 1671 597">(iii) use information technology competently to improve work efficiency;</p> <p data-bbox="1218 634 1724 735">(iv) keep appropriate file records in an orderly manner and render timely bills;</p> <p data-bbox="1218 773 1713 873">(v) keep clients fully informed of all developments in their matter in a professional manner;</p> <p data-bbox="1218 911 1755 976">(vi) recognise any signs of client dissatisfaction and act appropriately;</p> <p data-bbox="1218 1013 1745 1114">(vii) conduct each matter in a way that minimises any risk to client and law firm;</p> <p data-bbox="1218 1151 1713 1284">(viii) identify clients' problems and objectives and generate possible solutions for evaluation based on merits and risks;</p> <p data-bbox="1218 1321 1724 1455">(ix) plan and review progress of case / transaction and bring matters to a timely and client-satisfactory conclusion.</p>	

	Area	Briefing / Training / Practical Experience	Target Outcome	Duration (with dates)
5.	<b>Legal research skills</b>	<p><b>T</b> <b>P</b> (a) Research specific legal issues using traditional and computerised research tools and sources</p> <p><b>T</b> <b>P</b> (b) Record the results of research and apply them to the facts in question</p> <p><b>T</b> <b>P</b> (c) Record orally and in writing the results and application to the supervising solicitor</p>	<p>Ability to</p> <p>(i) identify and investigate factual and legal issues;</p> <p>(ii) select appropriate resources to help find solutions;</p> <p>(iii) record, analyse, apply and communicate research results.</p>	
6.	<b>Drafting skills</b>	<p><b>T</b> <b>P</b> (a) Draft legal documents (such as leases, agreements and pleadings) both with and without the use of precedents</p> <p><b>T</b> <b>P</b> (b) Understand the proper use of precedents</p> <p><b>T</b> <b>P</b> (c) Explain legal documents drafted by others</p> <p><b>T</b> <b>P</b> (d) Draft general correspondence, advice letters, instructions to Counsel</p>	<p>Ability to draft documents which</p> <p>(i) are factually and legally accurate;</p> <p>(ii) meet the intended purpose;</p> <p>(iii) are well organised, clear and precise;</p> <p>(iv) form a consistent and coherent whole.</p>	



	Area	Briefing / Training / Practical Experience	Target Outcome	Duration (with dates)
7.	Interviewing skills	<p><b>T</b> <b>P</b> (a) Prepare for an interview</p> <p><b>T</b> <b>P</b> (b) Attend meetings with clients and witnesses with the supervising solicitor and take notes of meetings</p> <p><b>T</b> <b>P</b> (c) Conduct interviews with clients and witnesses under the close supervision of solicitor</p> <p><b>T</b> <b>P</b> (d) Take any follow up action after the interview</p>	<p>Ability to</p> <p>(i) identify the client's goals and priorities and use appropriate interviewing techniques to take accurate instructions;</p> <p>(ii) explain the legal situation clearly and accurately;</p> <p>(iii) ensure that there is a mutual understanding with clients on retainers and fees;</p> <p>(iv) accurately record the interview, confirming instructions and action that needs to be undertaken following the interview;</p> <p>(v) help the client decide the most appropriate course of action taking into account his goals and priorities.</p>	

	Area	Briefing / Training / Practical Experience	Target Outcome	Duration (with dates)
8.	<b>Negotiation skills</b>	<p><b>T</b> <b>P</b> (a) Prepare for negotiation on a matter on behalf of a client (identify the issues, assess the position and plan the strategy)</p> <p><b>T</b> <b>P</b> (b) Observe negotiations conducted by experienced solicitors</p> <p><b>T</b> <b>P</b> (c) Conduct negotiations under close supervision</p> <p><b>T</b> <b>P</b> (d) Takes notes of the negotiation</p> <p><b>T</b> <b>P</b> (e) Take any follow up action including drafting a settlement agreement</p>	<p>Ability to</p> <p>(i) negotiate effectively engaging appropriate techniques and strategies a matter on behalf of a client, including a settlement and / or representing or co-representing a client at a mediation;</p> <p>(ii) identify possible options to resolve dispute and explain to the client the benefits and disadvantages of each option with respect to the matter.</p>	
9.	<b>Advocacy</b>	<p><b>T</b> <b>P</b> (a) Understand the rights of audience for trainee solicitors and solicitors</p> <p><b>T</b> <b>P</b> (b) Prepare for court / tribunal appearances</p> <p><b>T</b> <b>P</b> (c) Exercise the rights of audience available to trainee solicitors</p>	<p>Ability to</p> <p>(i) advocate a case on behalf of a client effectively both orally and in writing;</p> <p>(ii) exercise with confidence the rights of audience available to solicitors.</p>	

	Area	Briefing / Training / Practical Experience	Target Outcome	Duration (with dates)
10.	Practice areas	<input type="checkbox"/> (a) Banking <input type="checkbox"/> (b) Civil litigation <input type="checkbox"/> (c) Commercial <input type="checkbox"/> (d) Company <input type="checkbox"/> (e) Criminal litigation <input type="checkbox"/> (f) Family <input type="checkbox"/> (g) Insolvency <input type="checkbox"/> (h) Intellectual property <input type="checkbox"/> (i) Property <input type="checkbox"/> (j) Trusts, wills and probate	Ability to (i) handle reasonably complex client matters relating to at least 3 practice areas with confidence (ii) display a good working knowledge and understanding of the legal and practice issues that commonly arise in at least 3 practice areas (iii) apply the knowledge and understanding correctly and in manner appropriate to everyday legal practice	

	Area	Briefing / Training / Practical Experience	Duration (with dates)
10.	Practice area - Banking	<p>(a) Banking</p> <ul style="list-style-type: none"> <li>• Draft simple loan agreements, guarantees, security documents, related board minutes, director's certificates and other ancillary documents</li> <li>• Assist in loan transactions, including drafting, reviewing and commenting on related documents, liaising and coordinating with client, foreign Counsel and opposing Counsel, collating and organising transaction and conditions precedent documents, following up on conditions subsequent requirements</li> <li>• Assist in Debt Capital Markets transactions, including drafting, reviewing and commenting on offering materials, placement / subscription agreements and ancillary documents</li> <li>• Assist in preparing debt sell down and transfer documentation including assignments and sub-participations</li> <li>• Assist in reviewing derivatives documentation (including swap documentation) and be familiar with market standard documentation (ISDA)</li> <li>• Draft / review legal opinions and liaise with foreign Counsel in relation to legal opinions on foreign law</li> <li>• Draft / review and collate conditions precedent documents and liaise with various parties throughout the process of fulfilling conditions precedent requirements</li> <li>• Draft / review and comment on commitment letters, fee letters, term sheets and engagement letters</li> <li>• Be familiar with loan market standard form documentation (e.g. APLMA and LMA standard form documents) from both lender and borrower perspective</li> </ul>	

	Area	Briefing / Training / Practical Experience		Duration (with dates)	
10.	Practice area – Banking (cont'd)	T	P	<ul style="list-style-type: none"> <li>• Arrange for relevant company, court and insolvency searches against companies and review search results</li> <li>• Review constitutional documents of companies</li> <li>• Prepare Particulars of Charges and Releases</li> <li>• Arrange for filing and registration of documents at the Companies Registry</li> <li>• Be familiar with issues such as security principles, insolvency rules, company law principles, banking regulations, execution formalities, etc.</li> <li>• Prepare know-how and articles on new regulations and market developments</li> <li>• Prepare transaction bibles</li> </ul>	
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	Area	Briefing / Training / Practical Experience	Duration (with dates)
10.	Practice area – Civil litigation	<p>(b) Civil litigation</p> <ul style="list-style-type: none"> <li>• Attend client meetings / report to and advise client / take instructions from client</li> <li>• Draft <ul style="list-style-type: none"> <li>- Attendance notes</li> <li>- statements of case / memorials</li> <li>- affirmation (for summary judgment or setting aside default judgment)</li> <li>- lists of document / disclosure statements</li> <li>- requests for further information</li> <li>- summonses</li> <li>- witness statements</li> <li>- expert reports</li> <li>- instructions to Counsel</li> <li>- dispute resolution clauses</li> <li>- costs schedules</li> </ul> </li> <li>• Prepare / consider documents for disclosure and prepare disclosure list</li> <li>• Inspect other party's documents</li> <li>• Consider issues of privilege</li> <li>• Instruct Counsel / attend conference with Counsel</li> <li>• Research and analyse points of law and issues of business importance</li> <li>• Attend case management conference / interim hearing</li> <li>• Meet / interview witnesses</li> <li>• Meet / instruct experts</li> </ul>	

	Area	Briefing / Training / Practical Experience	Duration (with dates)												
10.	<b>Practice area – Civil litigation</b> (cont'd)	<table border="0"> <tr> <td data-bbox="415 326 478 375">T</td> <td data-bbox="489 326 552 375">P</td> <td data-bbox="663 326 1224 358">• Observe / conduct settlement negotiations</td> </tr> <tr> <td data-bbox="415 399 478 448">T</td> <td data-bbox="489 399 552 448">P</td> <td data-bbox="663 399 1062 431">• Conduct / observe advocacy</td> </tr> <tr> <td data-bbox="415 464 478 513">T</td> <td data-bbox="489 464 552 513">P</td> <td data-bbox="663 464 1062 496">• Prepare / agree trial bundles</td> </tr> <tr> <td data-bbox="415 529 478 578">T</td> <td data-bbox="489 529 552 578">P</td> <td data-bbox="663 529 1087 561">• Attend court / tribunal hearing</td> </tr> </table>	T	P	• Observe / conduct settlement negotiations	T	P	• Conduct / observe advocacy	T	P	• Prepare / agree trial bundles	T	P	• Attend court / tribunal hearing	
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10.	Practice area - Commercial	<p>(c) Commercial</p> <ul style="list-style-type: none"> <li> <div style="display: flex; gap: 10px;"> <div style="border: 1px solid black; padding: 2px 5px;">T</div> <div style="border: 1px solid black; padding: 2px 5px;">P</div> </div> <ul style="list-style-type: none"> <li>• Assist in taking instructions from client and researching and selecting a commercial structure that will achieve the client’s objectives</li> </ul> </li> <li> <div style="display: flex; gap: 10px;"> <div style="border: 1px solid black; padding: 2px 5px;">T</div> <div style="border: 1px solid black; padding: 2px 5px;">P</div> </div> <ul style="list-style-type: none"> <li>• Assist in drafting related documents required to set up the commercial structures which may include: <ul style="list-style-type: none"> <li>- simple sale and purchase agreement for a business and completion documents and attend completion</li> <li>- simple sale and purchase agreement for goods</li> <li>- simple joint venture agreements</li> <li>- simple powers of attorney</li> <li>- Simple franchise agreements</li> </ul> </li> </ul> </li> <li> <div style="display: flex; gap: 10px;"> <div style="border: 1px solid black; padding: 2px 5px;">T</div> <div style="border: 1px solid black; padding: 2px 5px;">P</div> </div> <ul style="list-style-type: none"> <li>• Draft all related documents required to set up the commercial structures</li> </ul> </li> <li> <div style="display: flex; gap: 10px;"> <div style="border: 1px solid black; padding: 2px 5px;">T</div> <div style="border: 1px solid black; padding: 2px 5px;">P</div> </div> <ul style="list-style-type: none"> <li>• Draft simple employment contracts</li> </ul> </li> <li> <div style="display: flex; gap: 10px;"> <div style="border: 1px solid black; padding: 2px 5px;">T</div> <div style="border: 1px solid black; padding: 2px 5px;">P</div> </div> <ul style="list-style-type: none"> <li>• Attend to completion</li> </ul> </li> <li> <div style="display: flex; gap: 10px;"> <div style="border: 1px solid black; padding: 2px 5px;">T</div> <div style="border: 1px solid black; padding: 2px 5px;">P</div> </div> <ul style="list-style-type: none"> <li>• Assist in keeping clients informed of any continuing obligations in relation to the commercial structure</li> </ul> </li> </ul>	



	Area	Briefing / Training / Practical Experience	Duration (with dates)
10.	Practice area - Company	<p>(d) Company</p> <ul style="list-style-type: none"> <li>• Incorporate a company in Hong Kong including drafting memorandum and articles of association and all post-incorporation documents.</li> <li>• Amend Memorandum and Articles of Association and review the same for particular transactions</li> <li>• Register a non-Hong Kong company under Part XI of the Companies Ordinance</li> <li>• Form a general partnership</li> <li>• Assist in the listing of a company on The Stock Exchange of Hong Kong Limited (including assisting in the due diligence exercise and preparation of verification notes)</li> <li>• Draft simple sale and purchase agreement for shares of a private limited company</li> <li>• Assist in the due diligence exercise</li> <li>• Prepare completion documents</li> <li>• Attend completion and attend to stamping of share transfer and related contract notes</li> <li>• Assist in the giving of advice on the legal obligations of corporations and their officers</li> <li>• Assist in identifying generally the stamp duty implications of corporate transactions</li> <li>• Draft simple shareholders' agreement</li> </ul>	

	Area	Briefing / Training / Practical Experience	Duration (with dates)
10.	Practice area – Criminal litigation	<p>(e) Criminal litigation</p> <ul style="list-style-type: none"> <li> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">T</div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">P</div> <div style="margin-left: 10px;"> <ul style="list-style-type: none"> <li>• Ensure compliance with relevant Law Society rules and regulations including those related to Anti-Money Laundering</li> </ul> </div> </div> </li> <li> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">T</div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">P</div> <div style="margin-left: 10px;"> <ul style="list-style-type: none"> <li>• Conduct legal visits to clients in custody / identification parades</li> </ul> </div> </div> </li> <li> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">T</div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">P</div> <div style="margin-left: 10px;"> <ul style="list-style-type: none"> <li>• Locate clients in custody and assist in               <ul style="list-style-type: none"> <li>- advising clients the availability of bail</li> <li>- negotiating the bail terms</li> <li>- advising clients the availability of bail review procedure</li> <li>- advising clients the possible requirement of a surety so that they may identify the likely candidate</li> <li>- advising clients the possible requirement for available funds for bail</li> <li>- contacting family members of clients to update the bail arrangement</li> <li>- advising clients of appropriate behavior in custody e.g. not to talk about their case with other persons in custody</li> </ul> </li> </ul> </div> </div> </li> <li> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">T</div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">P</div> <div style="margin-left: 10px;"> <ul style="list-style-type: none"> <li>• Make periodic enquiry with the law enforcement case office (usually before the bail reporting) to find out the progress of the investigation and the release / charge date</li> </ul> </div> </div> </li> <li> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">T</div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">P</div> <div style="margin-left: 10px;"> <ul style="list-style-type: none"> <li>• Assist in advising clients their right of silence – when to exercise it, and when to make use of the first opportunity to speak</li> </ul> </div> </div> </li> <li> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">T</div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">P</div> <div style="margin-left: 10px;"> <ul style="list-style-type: none"> <li>• Interview clients and take instructions on the charge, the offence and the nature of defence</li> </ul> </div> </div> </li> <li> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">T</div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">P</div> <div style="margin-left: 10px;"> <ul style="list-style-type: none"> <li>• Obtain Prosecution documents to understand the nature and extent of discovery and any unused material</li> </ul> </div> </div> </li> <li> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">T</div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">P</div> <div style="margin-left: 10px;"> <ul style="list-style-type: none"> <li>• Familiarise with the admissibility of evidence, prosecution and defence evidence and pre-trial procedures relating to evidential issues e.g. alibi and expert evidence notices</li> </ul> </div> </div> </li> </ul>	

	Area	Briefing / Training / Practical Experience	Duration (with dates)																																							
10.	Practice area – Criminal litigation (cont'd)	<table border="0"> <tr> <td data-bbox="415 326 478 375">T</td> <td data-bbox="489 326 552 375">P</td> <td data-bbox="663 326 1749 391"> <ul style="list-style-type: none"> <li>Assist in assessing a case taking into account the alleged role of the client in the crime and the evidence against the client available to the investigation authorities</li> </ul> </td> </tr> <tr> <td data-bbox="415 435 478 483">T</td> <td data-bbox="489 435 552 483">P</td> <td data-bbox="663 435 1598 459"> <ul style="list-style-type: none"> <li>Take proofs of instructions and obtain comments on prosecution evidence</li> </ul> </td> </tr> <tr> <td data-bbox="415 511 478 560">T</td> <td data-bbox="489 511 552 560">P</td> <td data-bbox="663 511 936 527"> <ul style="list-style-type: none"> <li>Conduct site visits</li> </ul> </td> </tr> <tr> <td data-bbox="415 571 478 620">T</td> <td data-bbox="489 571 552 620">P</td> <td data-bbox="663 571 1272 596"> <ul style="list-style-type: none"> <li>Preserve evidence and take witness statements</li> </ul> </td> </tr> <tr> <td data-bbox="415 639 478 688">T</td> <td data-bbox="489 639 552 688">P</td> <td data-bbox="663 639 1518 664"> <ul style="list-style-type: none"> <li>Attend court proceedings and observe the role of solicitors at court</li> </ul> </td> </tr> <tr> <td data-bbox="415 708 478 756">T</td> <td data-bbox="489 708 552 756">P</td> <td data-bbox="663 708 1094 732"> <ul style="list-style-type: none"> <li>Prepare Instructions to Counsel</li> </ul> </td> </tr> <tr> <td data-bbox="415 776 478 824">T</td> <td data-bbox="489 776 552 824">P</td> <td data-bbox="663 776 1541 800"> <ul style="list-style-type: none"> <li>Attend and observe the role of solicitors at conferences with Counsel</li> </ul> </td> </tr> <tr> <td data-bbox="415 836 478 885">T</td> <td data-bbox="489 836 552 885">P</td> <td data-bbox="663 836 1087 860"> <ul style="list-style-type: none"> <li>Prepare for trial and mitigation</li> </ul> </td> </tr> <tr> <td data-bbox="415 904 478 953">T</td> <td data-bbox="489 904 552 953">P</td> <td data-bbox="663 904 1749 969"> <ul style="list-style-type: none"> <li>Assist in assessing a case after the close of the Prosecution's case and in giving advice to client</li> </ul> </td> </tr> <tr> <td data-bbox="415 1013 478 1062">T</td> <td data-bbox="489 1013 552 1062">P</td> <td data-bbox="663 1013 1635 1037"> <ul style="list-style-type: none"> <li>Assist in giving advice on grounds of appeal against conviction and sentence</li> </ul> </td> </tr> <tr> <td data-bbox="415 1081 478 1130">T</td> <td data-bbox="489 1081 552 1130">P</td> <td data-bbox="663 1081 1266 1105"> <ul style="list-style-type: none"> <li>Keep accurate attendance notes / time records</li> </ul> </td> </tr> <tr> <td data-bbox="415 1149 478 1198">T</td> <td data-bbox="489 1149 552 1198">P</td> <td data-bbox="663 1149 980 1174"> <ul style="list-style-type: none"> <li>Draw up bills of costs</li> </ul> </td> </tr> <tr> <td data-bbox="415 1218 478 1266">T</td> <td data-bbox="489 1218 552 1266">P</td> <td data-bbox="663 1218 1134 1242"> <ul style="list-style-type: none"> <li>Follow up on the recovery of costs</li> </ul> </td> </tr> </table>	T	P	<ul style="list-style-type: none"> <li>Assist in assessing a case taking into account the alleged role of the client in the crime and the evidence against the client available to the investigation authorities</li> </ul>	T	P	<ul style="list-style-type: none"> <li>Take proofs of instructions and obtain comments on prosecution evidence</li> </ul>	T	P	<ul style="list-style-type: none"> <li>Conduct site visits</li> </ul>	T	P	<ul style="list-style-type: none"> <li>Preserve evidence and take witness statements</li> </ul>	T	P	<ul style="list-style-type: none"> <li>Attend court proceedings and observe the role of solicitors at court</li> </ul>	T	P	<ul style="list-style-type: none"> <li>Prepare Instructions to Counsel</li> </ul>	T	P	<ul style="list-style-type: none"> <li>Attend and observe the role of solicitors at conferences with Counsel</li> </ul>	T	P	<ul style="list-style-type: none"> <li>Prepare for trial and mitigation</li> </ul>	T	P	<ul style="list-style-type: none"> <li>Assist in assessing a case after the close of the Prosecution's case and in giving advice to client</li> </ul>	T	P	<ul style="list-style-type: none"> <li>Assist in giving advice on grounds of appeal against conviction and sentence</li> </ul>	T	P	<ul style="list-style-type: none"> <li>Keep accurate attendance notes / time records</li> </ul>	T	P	<ul style="list-style-type: none"> <li>Draw up bills of costs</li> </ul>	T	P	<ul style="list-style-type: none"> <li>Follow up on the recovery of costs</li> </ul>	
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10.	Practice area - Family	<p>(f) Family</p> <ul style="list-style-type: none"> <li> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">T</div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">P</div> <div style="margin-left: 20px;"> <ul style="list-style-type: none"> <li>• Attend clients for instructions in family matters of dispute, divorce, ancillary relief and custody, and access</li> </ul> </div> </div> </li> <li> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">T</div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">P</div> <div style="margin-left: 20px;"> <ul style="list-style-type: none"> <li>• Be aware of               <ul style="list-style-type: none"> <li>- relevant practice directions</li> <li>- major ordinances and rules for matrimonial practice</li> <li>- FDR process</li> <li>- mediation process</li> </ul> </li> </ul> </div> </div> </li> <li> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">T</div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">P</div> <div style="margin-left: 20px;"> <ul style="list-style-type: none"> <li>• Draft               <ul style="list-style-type: none"> <li>- Petition and Answer and all related statutory documents</li> <li>- all forms of Notices</li> <li>- Affidavits / Affirmations</li> <li>- Form E</li> <li>- Summonses / consent summonses</li> <li>- Basic Orders</li> <li>- letters to parties and own clients</li> <li>- instructions to Counsel</li> </ul> </li> </ul> </div> </div> </li> <li> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">T</div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">P</div> <div style="margin-left: 20px;"> <ul style="list-style-type: none"> <li>• Prepare               <ul style="list-style-type: none"> <li>- bundles for hearing</li> <li>- the First Appointment Bundle including preparing the Estimate of Costs.</li> <li>- meeting notes</li> <li>- hearings</li> </ul> </li> </ul> </div> </div> </li> <li> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">T</div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">P</div> <div style="margin-left: 20px;"> <ul style="list-style-type: none"> <li>• Handle               <ul style="list-style-type: none"> <li>- clients</li> <li>- Counsel</li> <li>- accounts</li> <li>- documentary evidence</li> </ul> </li> </ul> </div> </div> </li> </ul>	

	Area	Briefing / Training / Practical Experience	Duration (with dates)
10.	Practice area - Insolvency	<p>(g) Insolvency</p> <ul style="list-style-type: none"> <li>• Draft <ul style="list-style-type: none"> <li>- statutory demand</li> <li>- Winding up and Bankruptcy Petitions</li> </ul> </li>   <li>• Obtain Certificate of Compliance from Master</li>   <li>• Attend <ul style="list-style-type: none"> <li>- the first hearing of the Petition</li> <li>- the creditors' meeting</li> <li>- the election of Committee of Inspection</li> <li>- adjudication of Proof and file Objection if necessary</li> </ul> </li>   <li>• Prepare Proof of Debt</li>   <li>• Assist in the paper work for <ul style="list-style-type: none"> <li>- the appointment of Provisional Liquidators</li> <li>- the formation and administration of scheme of arrangement</li> </ul> </li>   <li>• Understand the present arrangement of the Official Receivers' Office to appoint outside insolvency practitioners as receivers / liquidators</li> </ul>	

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10.	Practice area – Intellectual property	<p>(h) Intellectual property</p> <p><u>Contentious</u></p> <table border="0"> <tr> <td data-bbox="415 435 478 488">T</td> <td data-bbox="489 435 552 488">P</td> <td data-bbox="659 428 1759 496">• Conduct and/or arrange for company, business, domain name and IP registration searches against infringers</td> </tr> <tr> <td data-bbox="415 526 478 579">T</td> <td data-bbox="489 526 552 579">P</td> <td data-bbox="659 529 1759 597">• Search the Internet for evidence of infringement and/or contact details of potential infringers</td> </tr> <tr> <td data-bbox="415 639 478 693">T</td> <td data-bbox="489 639 552 693">P</td> <td data-bbox="659 636 1276 669">• Draft warning and chasing letters to infringers</td> </tr> <tr> <td data-bbox="415 708 478 761">T</td> <td data-bbox="489 708 552 761">P</td> <td data-bbox="659 704 1734 737">• Negotiate with infringers with a view to obtaining an undertaking and compensation</td> </tr> <tr> <td data-bbox="415 776 478 829">T</td> <td data-bbox="489 776 552 829">P</td> <td data-bbox="659 773 1726 805">• Prepare letters of undertaking and attend infringers to execute letters of undertaking</td> </tr> <tr> <td data-bbox="415 844 478 898">T</td> <td data-bbox="489 844 552 898">P</td> <td data-bbox="659 841 1759 909">• Report cases to Customs and attend examination of counterfeit merchandise seized by Customs</td> </tr> <tr> <td data-bbox="415 964 478 1018">T</td> <td data-bbox="489 964 552 1018">P</td> <td data-bbox="659 945 1759 1045">• Visit the places of business of infringers to check for counterfeit merchandise and assess the use of confusingly similar marks and/or reproduction of copyrighted works and report</td> </tr> <tr> <td data-bbox="415 1071 478 1125">T</td> <td data-bbox="489 1071 552 1125">P</td> <td data-bbox="659 1081 1125 1114">• Draft instructions to investigators</td> </tr> <tr> <td data-bbox="415 1162 478 1216">T</td> <td data-bbox="489 1162 552 1216">P</td> <td data-bbox="659 1153 1180 1185">• Attend Trade Marks Registry hearings</td> </tr> <tr> <td data-bbox="415 1230 478 1284">T</td> <td data-bbox="489 1230 552 1284">P</td> <td data-bbox="659 1221 1243 1253">• Draft Writ with a generally endorsed Claim</td> </tr> <tr> <td data-bbox="415 1299 478 1352">T</td> <td data-bbox="489 1299 552 1352">P</td> <td data-bbox="659 1289 1155 1321">• Prepare Timetabling Questionnaires</td> </tr> <tr> <td data-bbox="415 1367 478 1421">T</td> <td data-bbox="489 1367 552 1421">P</td> <td data-bbox="659 1357 1516 1390">• Advise client on the possibility of mediation / other ADR methods</td> </tr> </table>	T	P	• Conduct and/or arrange for company, business, domain name and IP registration searches against infringers	T	P	• Search the Internet for evidence of infringement and/or contact details of potential infringers	T	P	• Draft warning and chasing letters to infringers	T	P	• Negotiate with infringers with a view to obtaining an undertaking and compensation	T	P	• Prepare letters of undertaking and attend infringers to execute letters of undertaking	T	P	• Report cases to Customs and attend examination of counterfeit merchandise seized by Customs	T	P	• Visit the places of business of infringers to check for counterfeit merchandise and assess the use of confusingly similar marks and/or reproduction of copyrighted works and report	T	P	• Draft instructions to investigators	T	P	• Attend Trade Marks Registry hearings	T	P	• Draft Writ with a generally endorsed Claim	T	P	• Prepare Timetabling Questionnaires	T	P	• Advise client on the possibility of mediation / other ADR methods	
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10.	Practice area – Intellectual property (cont'd)	<table border="0"> <tr> <td data-bbox="415 326 478 375">T</td> <td data-bbox="489 326 552 375">P</td> <td data-bbox="661 326 1186 358">• Advise on registrability of trade marks</td> </tr> <tr> <td data-bbox="415 391 478 440">T</td> <td data-bbox="489 391 552 440">P</td> <td data-bbox="661 391 1129 423">• Draft deficiencies reports to client</td> </tr> <tr> <td data-bbox="415 472 478 521">T</td> <td data-bbox="489 472 552 521">P</td> <td data-bbox="661 464 1094 496">• Report official actions to client</td> </tr> <tr> <td data-bbox="415 537 478 586">T</td> <td data-bbox="489 537 552 586">P</td> <td data-bbox="661 529 1209 561">• Prepare arguments to overcome citations</td> </tr> <tr> <td data-bbox="415 602 478 651">T</td> <td data-bbox="489 602 552 651">P</td> <td data-bbox="661 594 1131 626">• Handle domain name registrations</td> </tr> </table>	T	P	• Advise on registrability of trade marks	T	P	• Draft deficiencies reports to client	T	P	• Report official actions to client	T	P	• Prepare arguments to overcome citations	T	P	• Handle domain name registrations	
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T	P	• Handle domain name registrations																



	Area	Briefing / Training / Practical Experience	Duration (with dates)
10.	Practice area - Property	<p>(i) Property</p> <ul style="list-style-type: none"> <li>• Draft and approve <ul style="list-style-type: none"> <li>- agreements for Sale and Purchase</li> <li>- assignments</li> <li>- tenancy agreement</li> </ul> </li> <li>• Attend to stamping and registration</li> <li>• Approve title</li> <li>• Assist in execution</li> <li>• Attend to filing and registration of documents at Companies Registry and Land Registry</li> <li>• Peruse Memorandum and Articles of Association of companies and prepare Board and Shareholders' Resolution</li> <li>• Prepare Mortgages, Equitable Mortgages, Guarantees and reporting letters to banks and engaging in completion procedures</li> <li>• Assist in loan transactions</li> <li>• Prepare Releases</li> <li>• Manage general file maintenance</li> <li>• Assist in dealing with clients</li> <li>• Ensure compliance with Law Society's rules, regulations and guidelines including those on Anti-Money Laundering</li> </ul>	

	Area	Briefing / Training / Practical Experience	Duration (with dates)
10.	Practice area – Trusts, wills and probate	<p>(j) Trusts, wills and probate</p> <ul style="list-style-type: none"> <li>• Familiarise with the laws of Wills, Wills Drafting and Testate and Intestate Succession</li> <li>• Understand the procedures relating to obtaining estate duty clearance, application for grant of representation and administration of estate</li> <li>• Ensure compliance with the Law Society rules and regulations and guidelines including those on Anti-Money Laundering</li> <li>• Draft Wills <ul style="list-style-type: none"> <li>- Understand client’s instructions and identify client’s goals</li> <li>- Identify and analyze relevant legal and factual issues</li> <li>- Advise clients on matters to consider on Wills drafting before taking instructions on Wills drafting</li> <li>- Critically use precedents to facilitate drafting</li> <li>- Explain the contents of the Will to clients</li> <li>- Attend to attestation of Will</li> </ul> </li> </ul>	



	Area	Briefing / Training / Practical Experience	Duration (with dates)
10.	<b>Practice area – Trusts, wills and probate</b> (cont'd)	<div style="display: flex; gap: 10px;"> <div style="border: 1px solid black; padding: 2px 5px; text-align: center;">T</div> <div style="border: 1px solid black; padding: 2px 5px; text-align: center;">P</div> </div> <ul style="list-style-type: none"> <li>• Practise the Administration of Estates</li> <li>- Identify and apply legal principles in explaining to clients how an estate is distributed</li> <li>- Collect, secure and manage assets</li> <li>- Pay debts and other liabilities</li> <li>- Distribute the estate to the beneficiaries</li> </ul>	

9 November 2009