



The Law Society

Lexcel

The mark of excellence

International law management accreditation

best practice  
**recognition**

# Lexcel - a recognised standard of excellence

Lexcel is recognised as the only accreditation scheme in the world that focuses on legal management for any size or type of practice. Lexcel provides professionals in law firms and in-house legal departments with a flexible, supportive management framework to help develop greater operational efficiencies, manage risk effectively, reduce costs and promote profitability.

## International working

Practice management issues are increasingly of a global nature as law firms and their clients continue to internationalise and develop their international business. It will be increasingly important for legal practices to demonstrate effective management frameworks, particularly for law firms seeking to develop international referral networks and for clients buying legal services.

Lexcel accreditation can be applied for and gained by law firms and in-house legal departments throughout the world. Lexcel aims to benefit practices internationally by supporting:

- **Practices with interests in or needs for international development:**
  - Demonstrates best practice to existing or prospective clients by implementing policies, procedures, plans and processes which are reviewed regularly and independently assessed
  - Provides evidence of a well-run practice to existing or potential partners to help safeguard client expectations and requirements for cross-border cases.
- **International law firms and in-house legal departments:**
  - Enables a consistent approach across all offices to promote best practice, help mitigate risks and support clients irrespective of location
  - Provides assurance to colleagues, key stakeholders and clients of a practice's commitment to achieving an effective practice-wide standard of excellence.
- **The achievement of practice management standards within developing jurisdictions:**
  - Offers a range of guidance, advice and tools to help develop, implement and maintain an effective management framework
  - Utilising over 12 years' experience to ensure relevant focus on all key management areas.

## A supportive framework for legal practices

Lexcel will help you to improve the management of key business areas throughout your practice. The standard covers the following key management areas:

- Structures and policies
- Strategy
- The provision of services and marketing
- Financial management
- Information management
- Facilities
- People management
- Supervision and operational risk management
- Client care
- File and case management.

# Support for practices

Law firms and in-house legal departments throughout the world can now apply for and gain Lexcel accreditation. Accredited practices range from sole practitioners to Top 100 law firms, and from public sector to corporate in-house legal departments. The scheme is regularly updated to reflect the changing needs of legal practices, regulators and clients.

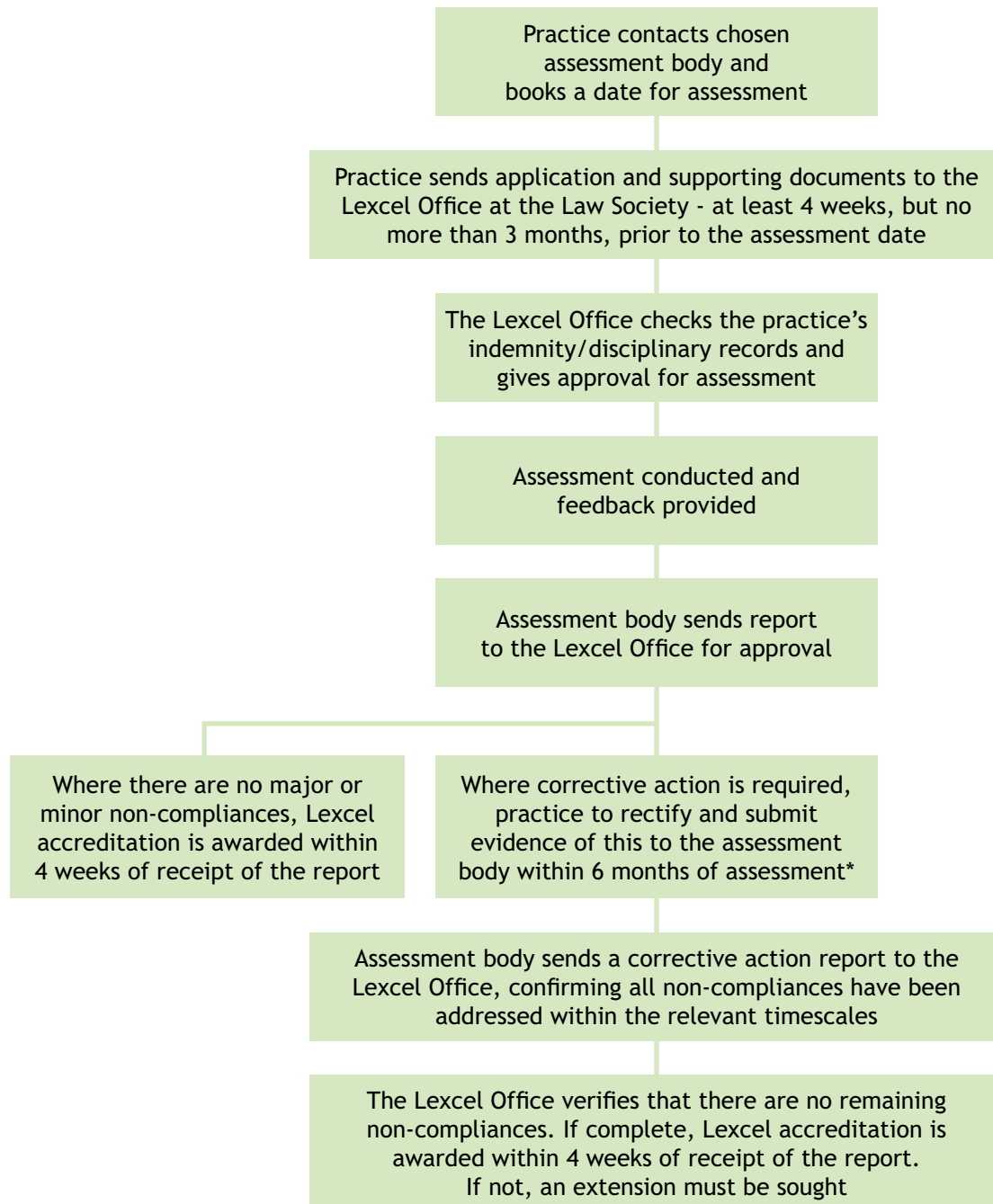
A range of supporting documentation and services are available for legal practices interested in applying for Lexcel accreditation, including:

- **Free enquiry pack, comprising:**
  - The standard
  - Application and assessment process overview
  - Self-assessment checklist
  - Details of licensed assessment bodies
  - Application form
  - Duration and sampling guide
  - Commitment Scheme registration form.
- **Free Lexcel practice guides:**
  - Risk management guide
  - Guide for sole practitioners
  - Guide for in-house legal departments.
- **Free subscription to *Lexcel Link***
- **Free phone and e-mail advice on application and assessment queries**
- **A range of practical practice management toolkits, including client care toolkit**
- **The Law Society *Lexcel Practice Excellence Kit* which includes:**
  - The *Lexcel Office Procedures Manual*
  - The *Lexcel Assessment Guide*.
- **Training courses on topics including:**
  - Implementing Lexcel
  - Lexcel for sole practitioners
  - Lexcel for in-house legal departments
  - Risk management
  - Case and file management
  - Financial planning and management
  - Business continuity planning and testing.

For more information about Lexcel visit: [www.lawsociety.org.uk/lexcel](http://www.lawsociety.org.uk/lexcel) or contact the Lexcel office via email at: [lexcel@lawsociety.org.uk](mailto:lexcel@lawsociety.org.uk)

# The Lexcel application and assessment process

Lexcel accreditation is a straightforward and transparent process. Legal practices apply to the Lexcel office or their local Lexcel franchise and are independently assessed by a licensed assessment body. Each award is valid for 3 years with annual monitoring visits conducted to ensure practices maintain the required standards.



\*For annual maintenance visits and full re-assessments the practice will have 21 days to rectify minor and 3 months to rectify major non-compliances

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