

## Top 3 Legal: Protocols for Users

### Clients

- Your lawyer recommendations are anonymous – unless you opt to share them with your colleagues and / or your network. To share, use the “share” functionality on Top 3 Legal.
- However, the lawyer you recommend will be notified that you’ve recommended him / her.
- You should only recommend lawyers you’ve worked with (or opposite) for the relevant work type. The question you are answering (e.g. from a colleague) is “*who are the top three lawyers you’d recommend for {work type} based on your experience?*”.
- You must use your work email address for your profile (rather than e.g. gmail or yahoo) so that Top 3 Legal can ensure client accounts and recommendations are bona fide.
- The terms and conditions for use are that neither you nor your company / organisation are liable to any other user of Top 3 Legal for the recommendation(s) you make.
- Your recommendations are personal (i.e. not a recommendation of the lawyer by your company or organisation).
- You cannot register a profile as both a client and a lawyer.

### Lawyers

- Any lawyer is entitled to a no cost profile and can be recommended (or seek recommendations).
- You can contact clients for recommendations. You can do this generally (e.g. as part of your ongoing relationship) or following a specific transaction or matter.
- You should not contact a client to seek or chase a recommendation more than once in any three-month period.
- You must not refer to a client’s recommendation on a named basis (e.g. “I’ve been recommended by Client X at Organisation Y) in a tender / RFP submission or otherwise, without the client’s express permission to do this.
- You cannot register a profile as both a client and a lawyer.

### Non-compliance

Non-compliance with these protocols may be grounds for a user’s profile to be suspended or terminated. Please see the terms and conditions for more details on this.

### © Top 3 Legal Limited