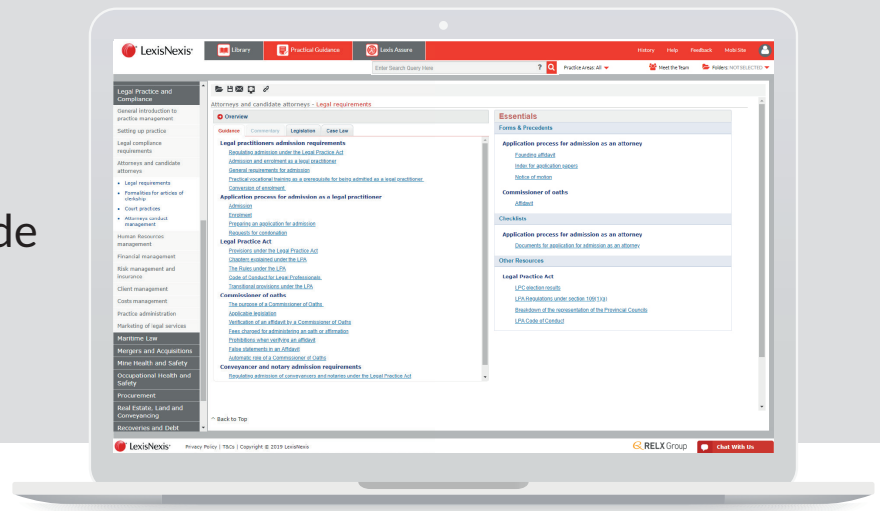


# Legal Practice and Compliance

## A practical legal 'how to' guide



**Practical Guidance Legal Practice and Compliance offers detailed guidance on the management of a legal practice from the commencement of setting up a practice to the governance of conduct and services by legal professionals.**

This online reference guide will provide legal professionals with everything they need to know under the relevant legislation, rules and regulations for the fulfilment of their duties as legal professionals. Practical Guidance Legal Practice and Compliance provides templates, forms, precedents and checklists to assist in the easy running of a legal practitioner's day to day functions as well as compliance aspects with the relevant legislative bodies.

### Why Lexis® Practical Guidance: Legal Practice and Compliance?

Practical Guidance Legal Practice and Compliance is an online reference guide that assists upcoming legal practitioners navigate the processes involved in setting up a practice and entering the legal profession. It details the steps needed to obtain the relevant certificates and how to ensure compliance with the various rules. Authored by practicing professionals, content is regularly updated by our team of experts, ensuring users have reliable access to all the need-to-know information.

Users have convenient online access to current legislation and case law, as well as Guidance notes, forms and precedents, checklists, and other resources that are authored and updated by expert practitioners.

### Stay compliant

Practical Guidance is a comprehensive online toolkit. Acting as a quick reference guide, a precedent bank and a trusted resource tool, this easy-to-navigate online resource gives you detailed, up-to-date information across 30 topics and offers over 100 forms, precedents, checklists and other resources for practical implementation. The result? Speedy access to accurate and relevant information, expert opinion, and practical resources in a user-friendly format on a single platform.

### Who should use this guide?

- Candidate legal practitioners
- Legal practitioners
- Legal cost consultants
- Office managers
- HR personnel

**For the latest practical legal guidance, visit our website for a free demo or more information. [lexisnexis.co.za/pg/LPC](https://www.lexisnexis.co.za/pg/LPC)**

## Resources include:

- Over 30 topic overviews
- Over 110 Guidance notes
- Up-to-date legislation and case law
- Over 100 customisable forms, precedents, checklists and other resources to ensure not a single step is missed, including:
  - Business plan

- Terms of business policy
- Letter of engagement
- Application for a Fidelity Fund certificate
- VAT registration documents
- Applications
- Affidavits
- Policy documents
- Fee agreements
- Marketing plans and case studies

## A Guidance Note

Over 30 topic overviews and over 110 Guidance notes. It is important for legal practitioners to stay abreast of the laws, rules and regulations governing the legal profession. Legal Practice and Compliance Guidance notes steer the user through the process to be followed when setting up a new practice as well as the successful running of an existing one. In addition, it contains important information on a law firm's legal compliance requirements, human resource management as well as risk management and insurance.

## B Legislation

Legal Practice and Compliance provides access to the most relevant and up-to-date legislation, including:

- Legal Practice Act 28 of 2014
- Contingency Fees Act 66 of 1997
- Magistrate's Court Act 32 of 1944
- Justices of the Peace and Commissioners of Oaths Act 16 of 1963
- Employment Equity Act 55 of 1998
- Labour Relations Act 66 of 1995

- Financial Intelligence Centre Act 38 of 2001
- Companies Act 71 of 2008

## C Case Law

The case law tab provides access to precedent setting judgments. This case law is also discussed and unpacked within the relevant Guidance note.

## D Forms and Precedents

Provides access to customisable precedents with drafting tips and downloadable forms, including a business plan, applications and affidavits.

## E Checklists

Checklists provide step-by-step information on developing a business plan, FICA requirements and client management.

## F Other Resources

Contains guides, flowcharts and links to external websites that provide useful information allowing you to execute tasks accurately.

**To learn more about Practical Guidance Legal Practice and Compliance, please visit our website or contact us for a free demo.**