

CLEARY GOTTlieb

# Training as a Solicitor

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• New York  
• Washington, D.C.

London •  
Brussels • • Cologne  
Paris • • Frankfurt  
Milan •  
Rome •

• São Paulo  
• Buenos Aires



• Moscow

• Beijing

• Seoul

• Abu Dhabi

• Hong Kong

In 1946, six distinguished lawyers had the vision to see the law as a global profession and the courage to create a firm dedicated to the concept that legal excellence can be best achieved when the lawyers in a firm cooperate rather than compete. The founders of Cleary Gottlieb created an environment where collegiality, trust and respect are the guiding principles under which we work all over the world today.

**Welcome**

**Culture**

**Excellence**

**Global Reach**

**Training**

**Development**

**Diversity & Inclusion**

**Pro Bono**

**Vacation Scheme**



“Our multi-disciplinary approach to the practice of law allows us to offer a very broad and flexible training experience. Whilst we are big enough to attract high-profile and complex assignments, we are still able to tailor the training contract to each individual.”

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**David Billington**  
Partner and Training Principal



**Our firm's continuing success in London is**

dependent on being able to recruit, train and retain the best lawyers. So our trainee programme is hugely important to us. As we prefer to grow organically, our goal is to ensure that the training contract equips our trainees with the tools that they need for a long and successful career with Cleary.

We have a relatively small group of trainees, and we do not have departments that confine lawyers to physical or organizational silos. This allows us to work with our trainees to design a bespoke programme, specifically tailored to their needs and aspirations. We encourage our trainees to gain exposure to a varied range of practice areas during their training contract, as we hope that they will become well-rounded lawyers able to take on the exciting and evolving challenges that the market presents.

We firmly believe in learning by doing, and we aim to give our trainees real responsibility and direct exposure to client work from day one. We support our trainees with a collaborative, team-based approach to our work, and supplement on-the-job learning with an extensive formal training programme that draws on the experiences of both our senior lawyers, dedicated knowledge management staff, and external experts and coaches.

I am delighted that so many of our trainees have gone on to become successful lawyers at the firm—it is perhaps the best available proof of both the quality of our trainees and the quality of the programme.

David Billington, Partner and Training Principal

## Our London Office

### One Firm

We are a single, integrated, global partnership. Our 'one firm' approach enables us to deliver all our resources to all our clients, wherever in the world they may be. The compensation we pay our partners and associates is based solely on seniority, leaving them free to focus on achieving the best results for our clients.

### Multiple Specialties

We train our lawyers to identify and consider all issues raised by a transaction, and we encourage each senior lawyer to be a specialist in more than one type of transaction. This multispecialist approach equips our lawyers with a deep understanding of the ways in which all aspects of a transaction fit together. Unencumbered by departmental boundaries, our lawyers' ability to see the 'big picture' delivers a propensity for innovation that can often be lost through over-specialisation.

### Not Departmentalised

Following the standard found in all our offices, the London office is not departmentalised. Rather than limit our lawyers, we want them to follow their interests and abilities. Our lawyers' offices are not grouped by practice area; they are mixed around the office. This encourages discussion and integration between lawyers working on a variety of matters related to a range of practice areas and contributes significantly to the informality and collegiality of our office environment.

### Core Areas of Practice

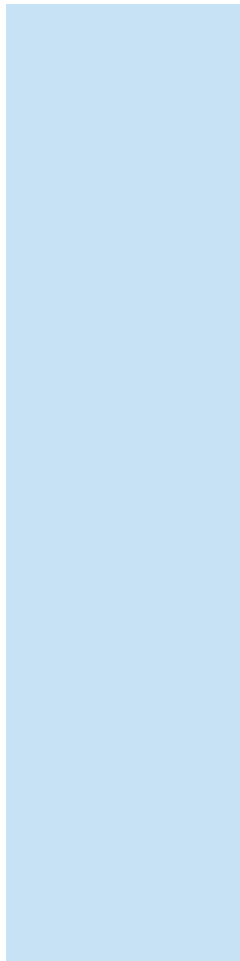
Our core areas of practice in London include M&A and other corporate work, international capital markets and finance, antitrust, litigation and arbitration, tax, financial regulation, employment, and intellectual property. Lawyers who focus on different practices work closely together, according to the requirements of a particular transaction.

### Multi-office Deal Teams

The London office is a key part of our closely integrated network of international offices. Our focus on high-quality, highly innovative and high-profile transactions means that our work almost always has a cross-border element. We work with colleagues in our U.S., European, Middle Eastern and Asian offices on a daily basis. Deal teams typically combine the skills and resources of lawyers from more than one office.

### Practice Environment

Our London office offers a dynamic, challenging and stimulating environment in which to practise law. Our firm conducts the highest-quality work for the most interesting clients. You will work with colleagues of a consistently high calibre across numerous jurisdictions. Lawyers in London are supported by an international network of know-how, precedents and best practices built on the vast experience of all our lawyers worldwide. Our London office practises in a smaller and more informal environment than is possible in the larger London firms. We believe we provide the optimal setting in which to train and practise as a solicitor.





“Since joining Cleary, I feel I’ve developed rapidly as a lawyer, and had fun in the process. Not only have I had the opportunity to work on big, challenging matters for major clients, but I’ve been able to do that alongside outstanding people who are thoughtful and innovative lawyers committed to finding commercial solutions for our clients, and to top it off, supportive and considerate colleagues.”

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**Nallini Puri**  
Associate



## M&A

During my first year as a trainee, I worked on three major M&A transactions – from both a regulatory and corporate perspective – in the automotive, natural gas, and investment advisory sectors. I found it particularly interesting how certain aspects of a deal, like the focus of a due diligence exercise, the overall structure of the deal, or the way in which certain provisions of the key agreements are drafted, will vary enormously from one sector to another. As such, I felt lucky to be exposed to a wide range of very interesting work across my first two seats.

Christine Barthelemy, Trainee Solicitor



“Collegiality and collaboration are at the heart of what we do, across practice areas and offices. We believe passionately that this environment is not only conducive to learning, but also produces the analysis and outcomes our clients need for their most challenging legal issues.”

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**Michael Preston**  
Partner





### **A Focus on Excellence**

Clients trust us to handle their most challenging assignments, whether large corporate transactions, bet-the-company litigation matters or cases of first impression.

Our work is rarely easy, but we believe you will find it interesting and rewarding. Our lawyers say that what attracted them to Cleary Gottlieb is the opportunity to work on high-profile cases and transactions where the stakes are the highest and where their talents can make a difference in the outcome of a case or transaction.

### **Quality Clients**

Our clients include multinational corporations (ArcelorMittal, Coca-Cola, Google, Sony Corporation), many international financial institutions (American Express, Bank of America, Citigroup, Deutsche Bank, Goldman Sachs, Santander), private equity funds (Coller Capital, JC Flowers & Co, TPG Capital, Warburg Pincus), sovereign governments (Chad, Côte d'Ivoire, Hellenic Republic, Republic of Argentina, Republic of Iraq, Russian Federation), sovereign wealth funds and domestic corporations and financial institutions.

EXCELLENCE

**"Almost everything has a multi-jurisdictional element to it."**

*Chambers Student Guide 2017*

**Cleary Gottlieb is a pioneer in globalising the legal profession.**

We opened an office in Paris in 1949 – three years after the firm was founded in New York and Washington, D.C. Over 70 years later, about 50% of our lawyers work outside the United States. While that percentage illustrates the point that we truly are an international firm, it tells only part of our story.

We are proud of the way we build our presence around the world. The offices we open are staffed with homegrown Cleary lawyers, which preserves our culture. Equally important, we bring the talents of lawyers across the firm to bear on issues facing local clients.

Working abroad provides “a great opportunity to network, as you find yourself in a location with 50 other trainees all working for English and U.S. firms.”

*Chambers Student Guide 2017*

In each of our offices and across each practice area, our lawyers represent clients on matters that set precedents and defined standards—and we’ve been recognised for our work:

322

practice and lawyer rankings  
earned in the 2017 edition of  
*Chambers Global*

60

of these rankings  
were top tier

“Our clients look to us to provide market insights and innovative solutions. The integrated teams across our practice groups and 16 offices work together to deliver work of the highest quality and added value for our clients.”

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**Andrew Shutter**  
Partner



“I spent the last seat of my training contract in our Hong Kong office, doing M&A work. This allowed me to get exposure to several deals involving countries across Asia. It was also a great opportunity to build relationships with colleagues in another office, which is an important part of the culture at Cleary and a good way of feeling like you are a part of the firm as a whole rather than only one particular office.”

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**Nina Fischer**  
Newly Qualified Associate



## Disputes

The Cleary Disputes practice is wonderfully rich and challenging. Where else can you think about West African politics, Moscow in the 1990s, maritime law and the ISDA Master Agreement in the space of a single afternoon, and then do something completely different the next day?

Edward Hicks, Trainee Solicitor



“We recognise that professional development is crucial to our success in developing the best lawyers to service our clients’ needs, so we do all that we can to make sure that our lawyers get the support and guidance they need to progress. And, because we want our lawyers to be multi-specialists, we give them every opportunity to develop their legal skills across a wide range of practice areas.”

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**Jonathan Kelly**  
Partner

## We offer a training contract that is unique in the London market.

### **Bespoke**

We do not believe in a one-size-fits-all training solution. By recruiting 12 to 20 trainees each year, we are able to offer bespoke training that is tailored to our trainees' interests, experience and aptitudes.

### **Direct Responsibility**

We also do not believe that the transition from trainee solicitor to associate occurs overnight on qualification. We encourage our trainee solicitors to accept increased responsibility as soon as they are ready to do so. Given appropriate levels of supervision and support, our trainees operate as lawyers from the day that they join us.

### **International**

Our trainees can expect to travel during their training contracts. In addition, there are opportunities for our trainees to spend one of their seats in another of our offices, typically Hong Kong, New York, Paris, Washington, D.C., Abu Dhabi, Brussels, Buenos Aires or Moscow.

### **Flexible**

Trainees spend six months in four different seats. In each seat, they share a room with a partner or senior associate who supervises their day-to-day workload. While a trainee solicitor will work with his or her supervisor for the majority of the time, we actively encourage our trainees to also work with other lawyers in the office. This allows trainees to gain experience in a broader range of matters and practice areas than they would if they only worked with their direct supervisor.

Our lack of rigid departmental boundaries or profit centres means that, unlike at many firms, trainees can see projects through from initial instruction to completion, as they have the flexibility to carry work between seats without an arbitrary cut-off after six months. We think this flexibility provides our trainee solicitors with the best possible preparation for practice as an associate of the firm.

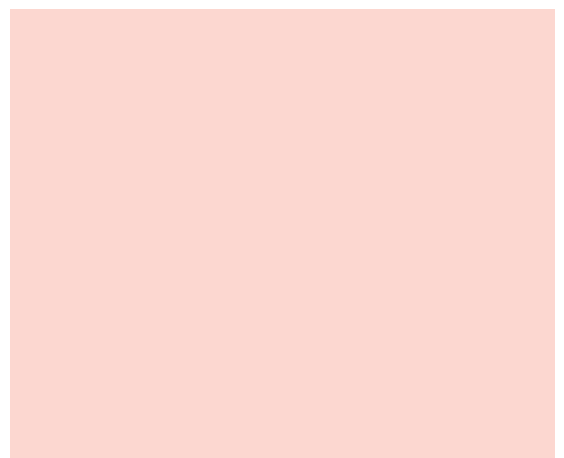
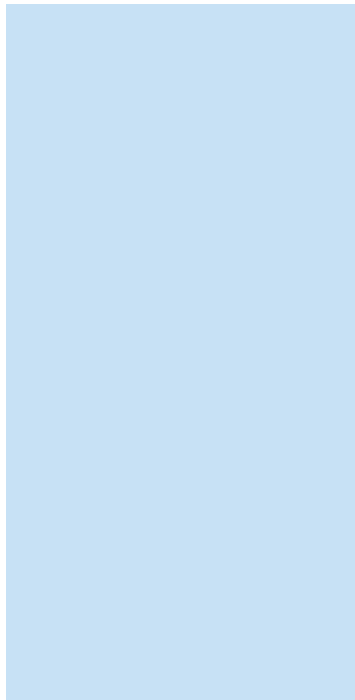
The non-departmentalised structure fosters a "collegial network throughout the firm."

*Chambers Student Guide 2017*

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### Flexibility on Qualification

On qualification, some of our trainees immediately choose to focus on a single practice area, such as competition or international litigation and arbitration.

However, many choose to maintain a more wide-ranging corporate practice. It is not unusual, for example, for associates to work for a number of years across a range of M&A, capital markets and finance transactions in order to round out their experience before opting to specialise in one area or another. This is a key part of our multispecialist approach.

### Development of Our Trainees

We place great importance on the development of our trainees and on maximising their experience during the training contract. This hands-on training is supplemented by a dedicated trainee programme, which is designed to provide very real, practical support for the work undertaken by trainees across all practice areas. Trainees also attend the office-wide training sessions on topical legal issues and the Europe-wide seminars on M&A, capital markets and finance. The training goes hand-in-hand with other legal support provided by a dedicated Practice Development infrastructure. Practice Development lawyers, responsible for a range of resources and tools, provide advice and guidance on precedents and other materials and legal issues.

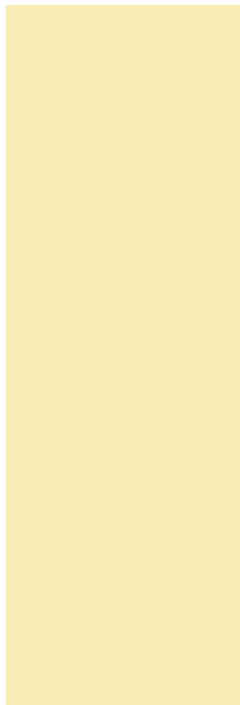
### The Formal Legal Training

The University of Law is our exclusive partner for the GDL, the LPC and the PSC. We believe that this partnership has a number of advantages:

- It has allowed us to develop an LPC+ in conjunction with the University of Law in which we provide additional training sessions at our offices. These cover market practice and trends to give an up-to-the-minute perspective on topics relevant to our practice as well as legal topics designed to supplement those studied on the LPC itself.
- As our future trainees tend to study together at the University of Law's Moorgate centre in London, they are able to get to know each other before joining us. In particular, the LPC electives are taught in firm-specific (although not necessarily exclusive) groups.
- By collaborating with a single course provider at each of the three stages of the formal legal education process, we are able to build incrementally, and without unnecessary duplication, on previous learning so as to provide a streamlined approach.

### Organic Growth

We are dedicated to expanding our practice through organic growth. Approximately 90 percent of our current partners were promoted from among our associates.







“During the LPC, we went into the office on a regular basis for talks and other events, which gave us the chance to meet our colleagues-to-be and to familiarise ourselves with the firm. Everyone in our intake was in a class together, which meant that the course material was more tailored to our future working needs, and that we will start work with a good support network of fellow trainees already in place.”

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**Hannah Whitney**  
Trainee Solicitor

“One of the things that most impressed me about the recruitment process was Cleary's sense of collegiality – from the vacation scheme through to the LPC, you always feel like a valued member of the firm.”

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**Jonathan Griggs**  
Trainee Solicitor





“Equality, diversity and inclusion have underpinned our culture since the day the firm was founded. We believe that our culture promotes an atmosphere in which everyone can flourish.”

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**Jim Ho**  
Partner

“In London, within the past year, in addition to diversity social events, Cleary Gottlieb has organised an event raising money for transgender children, provided a free legal advice clinic for women and participated in a scheme to ensure those with learning disabilities have a role in the workplace.”

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**Guy MacInnes-Manby**  
Newly Qualified Associate



## A Vibrant and Engaging Community

### **What do diversity and inclusion**

mean at Cleary Gottlieb? Simply put, you will feel like you are part of the firm from the day you arrive, ready to seize opportunities that will enrich your career.

A key reason: our Committee on Diversity and Inclusion (CDI), Global Leadership Development Committee (GLDC), and the Women's Working Group (WWG) promote open exchanges about diversity and inclusion matters and drive changes at the firm. Our committees' agendas cover a wide and visible set of initiatives that range from mentoring programs and professional development to speaker series and workshops.

In short, you will find Cleary a compelling place to work—and diverse in the broadest sense of the word.

As the first international firm of U.S. origin to sign the Law Society's Diversity and Inclusion Charter, the flagship diversity initiative of the legal profession, and as participants in and supporters of Stonewall's Diversity Champions programme, we demonstrate our commitment to positive action.

We also pride ourselves on having more than 45 female partners and counsel globally, with the first woman elected to partnership in 1978. There is an overall focus on creating an atmosphere of inclusiveness through a diverse workforce, and more than 65 languages are spoken by our lawyers around the world.

**"Our lawyers have a bit of personality and are not your typical lawyers – they all have different quirks and passions."**

*Chambers Student Guide 2017*

# PRO BONO

## **Cleary Gottlieb is dedicated**

to improving the communities in which we live and work, leveraging its international network to assist pro bono clients domestically and across the globe. In London, lawyers at all levels of seniority are fully supported and encouraged to take part in voluntary legal work and to put our firm-wide commitment to good global citizenship into practice.

Our lawyers provide pro bono legal advice to charitable organisations and individuals on issues ranging from corporate and charity law to human rights and domestic violence. In 2015, Cleary entered into a partnership with Toynbee Hall in East London to double the charity's provision of women-only free legal advice clinics. Volunteers from the London office currently staff the clinic each month, advising on issues including family law, domestic violence, employment and housing.

Our pro bono opportunities in London also reflect the firm's global outlook. Through our involvement in the International Refugee Assistance Project (IRAP), Cleary lawyers assist with the resettlement applications of particularly vulnerable refugees in the Middle East. Following the reform of Malawi's mandatory death penalty laws, we have helped prepare case submissions for the resentencing of prisoners on death row. We also work closely with our international offices to prepare multijurisdictional reports and policy statements in areas of public international law for organisations providing legal services in post-conflict zones.

Furthermore, the London office is committed to providing education and opportunities to young people. Lawyers in the London office regularly participate in the Citizenship Foundation's 'Lawyers in Schools' scheme, teaching the legal aspects of citizenship to 14 and 15 year olds. We are involved in the National Literacy Trust's 'Words for Work' project, which brings businesses and schools together to empower young people towards successful employment. We also run two mentoring projects annually: the first involves A-level students from three London schools who have shown an interest in pursuing a legal career; and the second is run through the City Solicitors Horizons programme, a social mobility initiative to improve access to the legal profession for first-year undergraduates from disadvantaged backgrounds.

Trainees at Cleary are not only given the opportunity to take part in these initiatives, but also to find, lead and manage pro bono projects that interest them. Our lawyer-led pro bono practice in London affords unique opportunities for trainees to contribute actively to our global impact from the outset of their legal careers.

**For pro bono work, "There are no targets and it's not forced on you. If you have an idea that you want to pursue, then they'll encourage you to do it."**

*Chambers Student Guide 2017*

“As a trainee, I have volunteered at Toynbee Hall’s women-only free legal advice clinic, sponsored by Cleary. We advise – in pairs – on a wide range of legal issues, including family law and housing. Volunteering with Toynbee has been a rewarding experience and a great way to put the skills I am learning into practice outside of the firm’s usual areas of work.”

**Beth Leggate**

Trainee Solicitor



#### Competition

What struck me about my first six months in our competition practice was the friendliness of our team. Throughout my final seat, I worked primarily on a UK Competition and Markets Authority investigation in the pharmaceutical sector, but I also had the opportunity to work for such clients as Google, American Express, and Disney.

Niccolo Torrigiani, Newly Qualified Associate



“My seat in London could not have come at a more exciting time. I was heavily involved in advising large international banks and financial institutions on the consequences of Brexit and on the implementation of new European and UK legislation. I worked with colleagues from across our network of European and US offices. We acted as one seamless team and exemplified the best of what it means to work at an international law firm like Cleary Gottlieb.”

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**Alex Forzani**  
Newly Qualified Associate

## Funds

Being part of the funds team at Cleary provides a valuable insight into the broad range of clients that Cleary has the opportunity to work for. The diversity of the clients translates into a diversity of issues and cross-border matters we are asked to advise on. A characteristic of the firm is that a matter rarely does not involve a novel or complicated legal issue and, as a trainee with the funds team, there is plenty of opportunity to contribute to solutions to such issues.

Hannah Esslemont, Trainee Solicitor





**We actively encourage all**

candidates who are considering applying to us for a trainee solicitor position to undertake a two-week vacation placement with us, as almost all our trainee solicitors have done. We offer 48 vacation places each year (approximately 12 in winter, 12 in spring and 12 in each of two summer schemes) and pay £500 per week.

The vacation schemes aim to provide potential training contract applicants with a practical insight into life as a Cleary Gottlieb lawyer. Our objective throughout is to involve participants directly in client work. In addition to providing hands-on experience, the scheme incorporates a series of practice overview sessions designed to ensure exposure to the full range of work that we undertake in London. There are also social events outside the office to help participants get to know the current partners, associates and trainees of the firm.

We receive a high number of applications for vacation scheme placements and training contracts each year. To succeed, candidates need to demonstrate exceptional academic ability. We normally expect candidates to be on course to attain a high 2.1 or better from a leading university and to have achieved the best reasonably attainable grades at secondary school, taking into account each applicant's individual circumstances. Alongside academic ability, we value evidence of extracurricular achievement. Foreign language skills are a valuable asset, but are not essential.

The Cleary culture is "relatively relaxed, non-hierarchical."

*Chambers Student Guide 2017*

## The Package

### Salary

We offer a salary and benefits package that reflects the premium nature of our practice and is commensurate with our aim to recruit the best lawyers. As of September 2017, our salaries are:

- £48,000 for the first 12 months
- £52,000 for the second 12 months
- £120,000 on qualification

Trainees and associates additionally receive a discretionary, year-end bonus. In keeping with the fundamental principles of the firm, the level of any bonus paid, whether to trainees or to associates, depends solely on seniority and not on billable-hour or other divisive targets.

### Funding

We fund the Legal Practice Course for all our future trainee solicitors. For non-law graduates, we also fund the Graduate Diploma in Law. In each year of professional study, we pay a maintenance grant of £8,000.

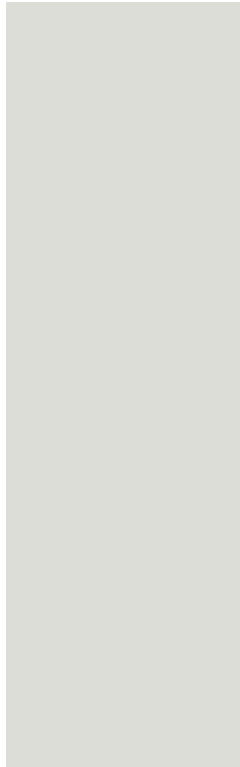
"The real benefit [of the multidisciplinary approach] is that you are constantly tested and challenged. Every day is different and every deal is different; you get so much exposure to different things."

*Chambers Student Guide 2017*

### Benefits

Additional benefits include:

- 25 days' vacation per year (exclusive of normal public holidays)
- thirty weeks full pay for maternity and adoption leave
- four weeks paternity leave at full pay
- £750 gym membership subsidy
- BUPA private health care insurance (personal)
- Life insurance of twice annual salary
- Long-term disability insurance
- Dental insurance
- Child care vouchers
- Employee assistance programme
- Bright Horizons back-up care





“A vacation scheme at Cleary is incredibly fluid. You are encouraged to speak to and seek out work from anyone and everyone in any practice area that interests you. The very friendly atmosphere made this easy to do. It was not all work and no play however, as there were numerous social events throughout the two weeks, from bowling and a cooking class to the London office quiz and drinks with the trainees.”

**Kikelomo Lawal**  
Future Trainee Solicitor



#### Finance and Restructuring

I was part of the finance team on a fast-moving and politically sensitive transaction. Whilst it was a steep learning curve, it was very rewarding to be given a degree of responsibility at an early stage in my career and to have the opportunity to assist on such an interesting and high-profile transaction. I was also able to develop relationships with colleagues in London and Moscow, with our client, and with counsel to the counterparties.

Edward Crane, Trainee Solicitor

## When and How to Apply

All candidates should submit a cover letter and full curriculum vitae, including a breakdown by subject of all A-Level (or equivalent) results and degree results where known. Details of at least one academic referee should be included, whom we may choose to contact directly.

Applications for both vacation placements and trainee solicitor positions should be submitted via our website (<https://www.clearygottlieb.com/careers/london>).

We will review applications for vacation schemes on a rolling basis. Direct training contract applications will not be reviewed until after the deadline on 31 July 2018.



# SELECTED HONOURS

## **Global Legal Awards**

Seven awards, including:

- Global Dispute of the Year
- Global Finance Deal of the Year
- Global M&A Deal of the Year
- Global Pro Bono Dispute of the Year

*The American Lawyer*, 2017

## **Pro Bono Publico Award**

*The American Bar Association*, 2016

## **The Global 20**

*Law360 List of Preeminent International  
Law Firms 2013-2017*

## **Most Important Published Decision**

*Global Arbitration Review*, 2017

## **Litigation of the Year—Noncartel Defense; Behavioral Matter of the Year (Agency)—Europe; and Litigator of the Year**

*Global Competition Review*, 2016

## **Russian Law Firm of the Year**

*International Financial Law Review*, 2013-2017

## **UK Competition Team of the Year**

*Legal Business*, 2015

## **M&A Deal of the Year (Midsize)**

*Asian Legal Business*, 2017

## **IFLR European Awards 2017:**

- Debt and Equity-Linked Team of the Year
- Debt and Equity-Linked Deal of the Year

*International Financial Law Review*, 2017





**clearygottlieb.com**

Founded in 1946 by lawyers committed to legal excellence, internationalism, and diversity, Cleary Gottlieb Steen & Hamilton LLP is a leading international law firm with approximately 1,200 lawyers around the world. The firm has 16 closely integrated offices in New York, Washington, D.C., Paris, Brussels, London, Moscow, Frankfurt, Cologne, Rome, Milan, Hong Kong, Beijing, Buenos Aires, São Paulo, Abu Dhabi, and Seoul.

Under the rules of certain jurisdictions, this may constitute Attorney Advertising. Prior results do not guarantee a similar outcome.

Throughout this brochure, "Cleary Gottlieb" and the "firm" refer to Cleary Gottlieb Steen & Hamilton LLP and its affiliated entities in certain jurisdictions, and the term "offices" includes offices of those affiliated entities.