附件2

**律师事务所年度检查考核申报表**

（ 年）

律师事务所：

申报日期：

**浙 江 省 司 法 厅 印 制**

说 明

一、律师事务所（包括分所）必须每年参加年度考核，如实认真填写申报材料，按时申报年度考核。

二、考核时间为每年3月1日至5月31日。

三、律师事务所应当于每年1-3月先完成对本所律师的年度考核，认真详细审核律师办理业务及遵守法律法规规章和律师职业道德、执业纪律情况，出具考核意见。

四、本表由市司法局作为律师事务所的执业档案归档。

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| 所名 | | | | 中文 | | | | |  | | | | | | | | | | | | | | | | | 邮 编 | | | | | | | | | |  | | |
| 英文 | | | | |  | | | | | | | | | | | | | | | | | 电 话 | | | | | | | | | |  | | |
| 地址 | | | |  | | | | | | | | | | | | | | | 办公  面积 | | | | | |  | 传真  号码 | | | | | | | | | |  | | |
| 负责人 | | | |  | | | | | | | | | | | | | | | 事务所执行许可证号 | | | | | | | | | | | | | | | | |  | | |
| 机构邮箱 | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 组织形式 | | | | | |  | | | | | | | | | | | | | | | | | 成立时间 | | | | | | | | | |  | | | | | |
| 是否  建党支部 | | | | | | 联合 | | | | | |  | | 党员律师 | | | | | | | | | 名 | | | | | | | 年度内新发展党员人数：  名 | | | | | | | | |
| 独立 | | | | | |  | | 辅助人员  党员 | | | | | | | | | 名 | | | | | | |
| 上年度  收费总额 | | | | | |  | | | | | | | | 节余额 | | | | | | | | | 年度积余 | | | | | | |  | | | | | | | | |
| 累计积余 | | | | | | |  | | | | | | | | |
| 已  交  税 | 营业税 | | | | | | |  | | | | | | | | | 已交  律协  会费 | | | | | | 团体会费 | | | | | | |  | | | | | | | | |
| 企业  所得税 | | | | | | |  | | | | | | | | | 个人会费 | | | | | | |  | | | | | | | | |
| 个人  所得税 | | | | | | |  | | | | | | | | | 合计 | | | | | | | （万元） | | | | | | | | |
| 其他 | | | | | | |  | | | | | | | | | 建立执业风险、事业发展等基金情况 | | | | | | | | | | |  | | | | | | | | | | |
| 合计 | | | | | | | （万元） | | | | | | | | |
| 律师总数 | | | 名 | | | | | | | | | | 其中专职律师 | | | | | | | | | | 名 | | | | | | | | | 其他聘用  人员 | | | | | | 名 |
| 实习律师 | | | 名 | | | | | | | | | | 有律师助理证 | | | | | | | | | | 名 | | | | | | | | |
| 行政主管 | | |  | | | | | | | | | | | | | | | | | | | | 联系电话 | | | | | | | | |  | | | | | | |
| 合伙人  名单 | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 年度各类业务案件数、收入及所占比例 | | | | | | | 法  律  顾  问 | | | | 家  % | | | | | | | 刑事诉讼 | | | | 件  % | | | | | | | 民商  事诉讼 | | | | | 件  % | | | | |
| 行政诉讼 | | | | 件  % | | | | | | | 非诉  讼 | | | | 件  % | | | | | | | 咨询和代书 | | | | | 件  % | | | | |
| 调解案件 | | | | 件  % | | | | | | | 仲裁案件 | | | | 件  % | | | | | | | 其他 | | | | | % | | | | |
| 年度内重大变更事项 | | 变更（备案）事项 | | | | | | | | | | | | | | 省厅批件文号 | | | | | | | | | | | | | | | | | | | 核准或备案时间 | | | |
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| 年度内受表彰奖励情况 | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 年度内受行政处罚/行业惩戒情况 | | （含本所和本所律师） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 参加社会服务和社会公益活动的情况 | |  | | | | | | | | | | | | | | | | | | | 履行法律援助义务的情况 | | | | | |  | | | | | | | | | | | |
| 已建立的内部管理制度情况 | |  | | | | | | | | | | | | | | | | | | 为聘用律师、其他聘用人员办理养老、失业、医疗等社会保险情况 | | | | | | |  | | | | | | | | | | | |
| 其他需要报告的重要事项 | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **分所设立情况** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 名称 | | | | | | | | | | 负责人 | | | | | 派驻律师 | | | | | | | | | 地址 | | | | | | | | | | | | | 电话 | |
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| **本所律师名单及考核等次** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 姓名 | | | | | 执业证号码 | | | | | | | | | | | | | | | | 律师事务所  考核初评等次 | | | | | | | | | | 律师协会  考核评定等次 | | | | | | | |
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| 律师事务  所申请 | （章）  年 月 日 |
| 市（省直）律师协会对律所履行律协会员义务情况的意见 | （章）  年 月 日 |
| 县级司法  局初审意  见 | （章）  年 月 日 |
| 市司法局  考核意见 | （章）  年 月 日 |
| 备 注 |  |