附件4：

**律师事务所年度执业情况报告书**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 单位名称 | | |  | | | | | | | | | | | | | | | | 组织形式 | | | | |  | | | | | | 负责人 | | | |  | | |
| 统一社会信用代码 | | | | | | | | |  | | | | | | | | | | | | 主管司法局 | | | | | | | | |  | | | | | | |
| 律师人数  （不含分所） | | 专职律师 | | | | | | | | | |  | 辅助  人员  人数 | 律师助理 | | | | | | |  | | | | 党员人数 | | | | 专职律师中共党员 | | | | | | |  |
| 兼职律师 | | | | | | | | | |  | 行政人员 | | | | | | |  | | | | 兼职律师中共党员 | | | | | | |  |
| 合计 | | | | | | | | | |  | 合计 | | | | | | |  | | | | 辅助人员中共党员 | | | | | | |  |
| 民主党派党员 | | | | | | |  |
| 党支部设立情况 | | | | | | 单独设立□ 联合设立□ 未设立□ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 全年业务收费 | | | | | 万元 | | | | | | | | | | | 较去年同比 □增长 □下降 % | | | | | | | | | | | | | | | | | | | | |
| 资产  总数 | 万元 | | | | | | 所有者  权 益 | | | | | | 万元 | | | | 办公  用房 | | | | | | 平方米（自有□ 租用□其他□） | | | | | | | | | | | | | |
| 建立基金情况 | | | | | 执业风险基金□ 元 | | | | | | | | | | | | 事业发展基金□ 元 | | | | | | | | | | | | | | 社会保障基金□ 元 | | | | | |
| 为聘用律师统一  办理社会保险情况 | | | | | | | | 投保专职律师 人 | | | | | | | | | | 失业保险□ 养老保险□ 医疗保险□ 工伤保险□ 生育保险□ 住房公积金□ | | | | | | | | | | | | | | | | | | |
| 为辅助人员统一  办理社会保险情况 | | | | | | | | 投保实习人员 人  投保行政人员 人 | | | | | | | | | | 失业保险□ 养老保险□ 医疗保险□ 工伤保险□ 生育保险□ 住房公积金□ | | | | | | | | | | | | | | | | | | |
| 单位地址 | | |  | | | | | | | | | | | | | | | | | | | | | | | | | 邮编 | | | | |  | | | |
| 联系电话 | | |  | | | | | | | | | | 传真 | |  | | | | | | | Email | | | | |  | | | | | | | | | |
| 分所及国外办事处设立情况 | | | | 省内 | | | | | |  | | | | | | | | | | | | | | | | 分所律  师人数 | | | | | | 派驻律师 | | |  | | |
| 省外 | | | | | | |  | | | | | | | | | | | | | | | 当地聘用 | | |  | | |
| 国外 | | | | | | |  | | | | | | | | | | | | | | | 合计 | | |  | | |
| 合伙所合伙人、国资所占编律师名单 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2018年度曾受何种奖励、处罚、处分 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 履行缴纳会费等会员义务情况证明  市律师协会（盖章）  年　　月　　日 | | | | | | | | | | | | | | | | | | | | 完成法律援助任务情况证明  主管法律援助中心（盖章）  年　　月　　日 | | | | | | | | | | | | | | | | |
| 县（市、区）司法局审查意见  （盖章）  年　　月　　日 | | | | | | | | | | | | | | | | | | | | 市司法局审查意见  （盖章）  年　　月　　日 | | | | | | | | | | | | | | | | |

**承诺：**本所符合设立条件，表中填写的信息及附报的其他材料是真实准确的。对提供虚假材料应负的法律责任，由本所和本人承担。

**承诺人**（单位盖章、负责人签字）： 年 月 日