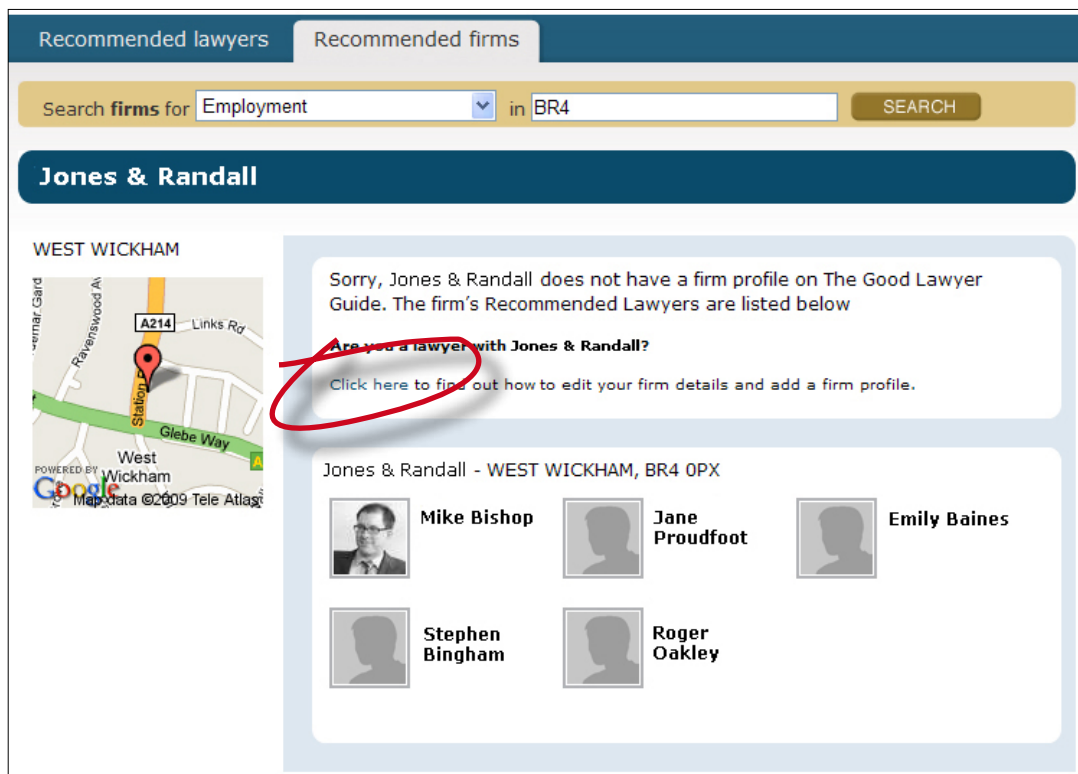


## Step by step guide to registering your firm's profile

1. Locate your firm using the search function. Click where indicated on the image below to access the registration screen.



Recommended lawyers Recommended firms

Search firms for Employment in BR4 SEARCH






### Jones & Randall

WEST WICKHAM

Sorry, Jones & Randall does not have a firm profile on The Good Lawyer Guide. The firm's Recommended Lawyers are listed below

**Are you a lawyer with Jones & Randall?**  
[Click here to find out how to edit your firm details and add a firm profile.](#)

Jones & Randall - WEST WICKHAM, BR4 0PX

	<b>Mike Bishop</b>		<b>Jane Proudfoot</b>		<b>Emily Baines</b>
	<b>Stephen Bingham</b>		<b>Roger Oakley</b>		



2. You will be taken through to a registration form. Enter your details here to access the edit profile screen. There are THREE methods of registering (see below). NB - any email address you supply must be a professional address, and not your private email (eg not hotmail, yahoo or gmail).

Register Profile for Jones & Randall

**Register Firm Profile**

Please enter details of the admin user who will be responsible for editing this firm.

Are you a lawyer at Jones & Randall? If you claim your lawyer profile beforehand you can manage both your lawyer profile and firm profiles from the same account.

**Access your existing account**

Email address

Password

**Or create a new account**

Name

Email @legalease.co.uk

**Or Create a New Account by Fax**

Enter your name and e-mail address and choose a password for your account

Your name

Email

Password

Password again

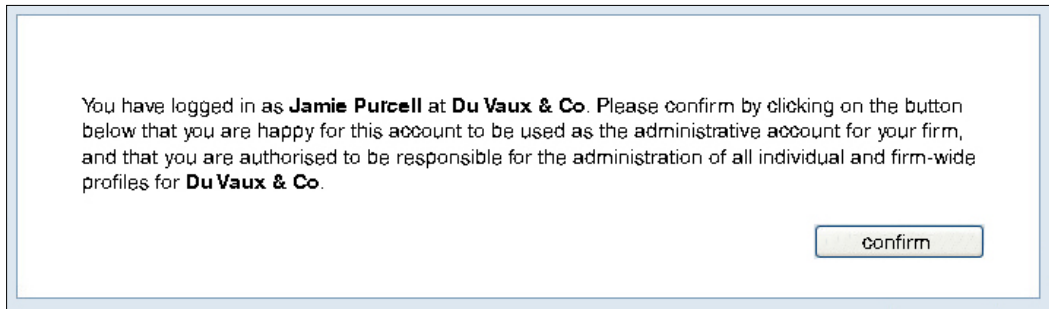
I accept the terms & conditions

1) If you have already registered your individual profile with us, enter them here to use the same account to administrate the entire firm's profiles and listings (see page 3)

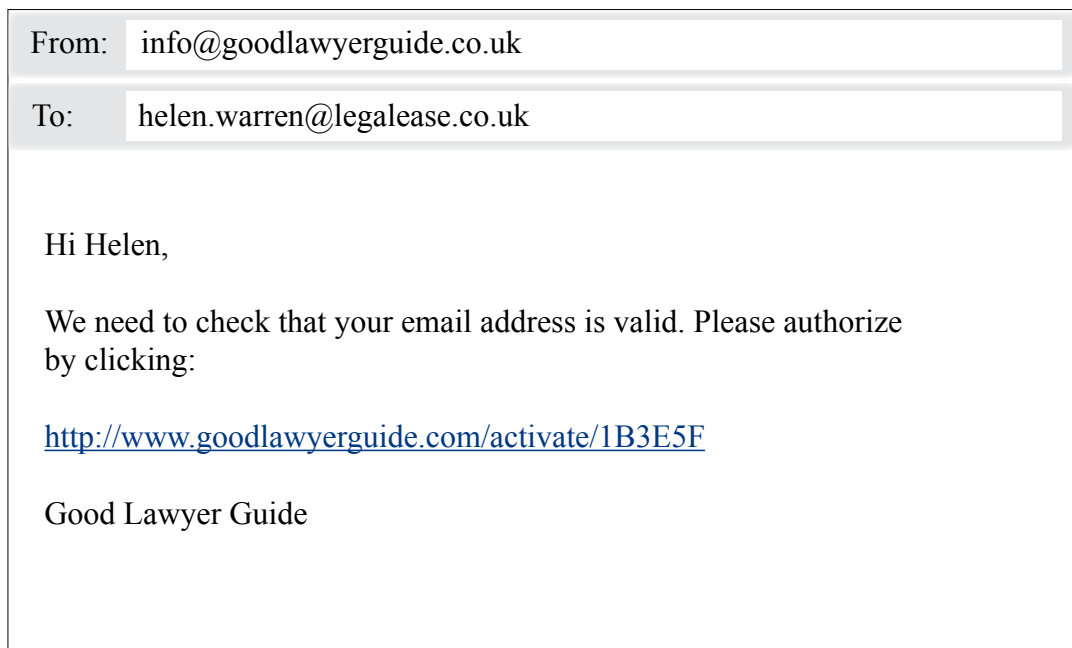
Enter your name and e-mail address to open a new account if you don't already have one. This can then be used to administrate the entire firm's account, as well as your individual profile, where applicable (see page 3)

3) If the wrong email address is displayed on the form, or if you do not have a professional email address to use, you can create your account using our simple fax system. Simply fill in the details where prompted and we will send you a faxed verification (see pages 4 and 5)

3. If you choose to use an existing individual account to administrate your entire firm's listings, we will take you to a confirmation screen (see below) before taking you directly to the firm's edit profile page.



4. If you do not have an existing individual account, and are creating an account with us for the first time, we will send you an email confirmation like the one below. Click on the link in the email to activate your account and be taken through to the firm's edit profile page.



5. If you request a fax authorisation you will be taken through to the screen to confirm your fax number.

Thank you for requesting a fax verification. The fax number we have on record for **Du Vaux & Co** is **020 7396 9300**. If this fax number does not exist for your firm, please call us on **020 7396 9322**, or email [info@goodlawyerguide.co.uk](mailto:info@goodlawyerguide.co.uk) for further assistance.

Please note that we take the security of your firm's records very seriously - hence our needing to use publicly registered contact information wherever possible.

If the number we have on record for your firm does not exist, please:

email: [info@legalease.co.uk](mailto:info@legalease.co.uk); or  
telephone: 020 7396 9322

...and we will make alternative contact arrangements.

**NB:** we place very high value on the security of the professional details of solicitors on our site - that's why we seek only to use contact details we can verify as belonging to your firm.

When we have successfully sent your authorisation fax through to you we will confirm it with the following screen.

Recommended lawyers | Recommended firms

Search lawyers for **Consumer and shopping claims** in **SE25**

## FAX AUTHORIZATION HAS BEEN SENT

Thank you for your request. You will now be sent a fax to confirm that your details are correct. Please return the fax with your signature to **0207 396 9302**. Once we have received your returned fax your account will be verified within one working day.


We place very high value on the security of the professional details of solicitors listed on our site - that's why we ask for hard copy verification by fax before we switch on our editing facility for your account.

For more guidance on how to edit your firm's details, please [click here](#) for a full PDF guide.

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6. Below is an example of the fax you will receive from us. Complete as prompted (explained below) and then fax back to 020 7396 9302.

 **GOOD LAWYER GUIDE**  
50,000+ solicitors reviewed and rated for you

Our ref: GL8920  
Date: 15/1/2010

**Fax cover sheet**

To: Stephen Jones  
Jones Diver & Smith

From: Mark Davies  
GOOD LAWYER GUIDE

Fax: 020 7396 9302

Fax: 020 7396 9300

Dear Stephen

**RE: editing your firm's details on Good Lawyer Guide**

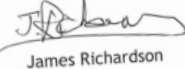
Please complete this form and fax it back to us as verification of authority to edit the firm's details on Good Lawyer Guide, and details of all the firm's individual solicitors. The form must be signed or counter-signed by a partner (or member if LLP).

On behalf of Jones Diver & Smith we confirm that:

Name: Stephen Jones

E-mail: stephen.jones@legalease.co.uk

is authorised to edit the firm's details on Good Lawyer Guide, and also to edit the details of all the firm's individual solicitors on Good Lawyer Guide.


Signature of partner (or member, if LLP) 

Name of partner (or member, if LLP) James Richardson

Please fax back to 020 7396 9302. If you have any queries, please phone me on 020 7396 9310 or e-mail me (mark.davies@goodlawyerguide.co.uk)

When we have received your faxed authority, and processed it, we will e-mail the authorised person, who will then be able to log-in with their previously chosen password.

Thank you



Mark Davies

We will require the signature and name of a partner at the firm to verify that the name we have been given is authorised to amend the firm's details for the Good Lawyer Guide

Fax back the completed form to confirm your authorisation. We will send you an e-mail with a link to your firm profile edit page.