



23 Juni 2025

Nomor : 660-D/784/FH-UNTAR/VI/2025  
Lampiran :-  
Perihal : **Surat Permohonan Kunjungan ke Anita Kolopaking & Partners**

Kepada Yth,  
**Anita Kolopaking & Partners**  
Di Tempat

Dengan hormat,

Sehubungan dengan diselenggarakannya *International Student Exchange Program* (ISEP) Universitas Tarumanagara 2024/2025 yang melibatkan mahasiswa dari Universitas Tarumanagara (Indonesia) dan Universiti Malaya (Malaysia), kami mengajukan izin untuk mengunjungi Law Firm Anita Kolopaking & Partners. Kunjungan yang kami ajukan dijadwalkan akan dilaksanakan pada :

Hari, Tanggal : Selasa, 22 Juli 2025  
Waktu : 10.00-12.00 WIB

Kami juga bersedia menyesuaikan jadwal sesuai dengan ketersediaan pihak Law Firm Anita Kolopaking & Partners. Kami yakin bahwa partisipasi mahasiswa dalam kunjungan ini akan memberikan pengalaman berharga dalam mengembangkan pengetahuan dan pemahaman akademik maupun pribadi. Kami mengharapkan dukungan dan bimbingan dari Bapak/Ibu dalam melaksanakan kunjungan ini.

Demikian surat ini kami sampaikan, besar harapan kami agar Surat Permohonan Kunjungan ke Law Firm Anita Kolopaking & Partners ini dapat ditindaklanjuti dengan baik. Atas perhatian dan kerjasama yang diberikan, kami ucapkan terima kasih.

Dekan

Prof. Dr. Amad Sudiro, S.H., M.H., M.Kn., M.M.



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# Lawyering 101

**UNTAR – ISEP Law Firm Visit**



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22<sup>nd</sup> July 2025

# OVERVIEW

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1. Firm Introduction
2. Lawyer Profession
3. Practice Area
4. Becoming an Advocate
5. Subsequent Certification
6. Partner & Stakeholder
7. Work & Deliverable
8. Dispute v Non-Dispute
9. Team Formation
10. Fee Structure
11. Client's Engagement
12. Challenges
13. What to Prepare

# Firm Introduction

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- A boutique law firm established in 2007
- Specialized in dispute resolution
- Produced  $\pm$  50 lawyers
- Wide-ranging client
- Location in Jakarta, Indonesia
- Pro-bono works
- Internship program



# Lawyer Profession

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- Helping people
- Practicing law
- Private practice / under a law firm
- Representing client
- Familiar with laws & regulations
- Lawyer / Attorney / Advocate / Legal Counsel
- External counsel v In-house counsel
- Jurisdiction-based





# Practice Area few examples



- Family Matters
- Construction & Infrastructure
- Land & Real Estate
- Intellectual Property
- Merger & Acquisition
- Bankruptcy
- Tax
- Banking & Finance
- Energy, Oil & Gas
- TMT
- Industry & Trade
- Government
- Employment & Immigration
- ESG & Sustainability
- Investment
- Antitrust & Competition Law
- Capital Market
- Criminal Law
- General Corporate
- Shipping
- Dispute & ADR

# Becoming an Advocate in Indonesia

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Based on Law No. 18 of 2003 on Advocate:

1. Bachelor of law in Indonesia
2. Complete special course on advocate profession
3. Pass the bar exam held by advocate organization
4. Undertake 2-year internship at a law firm
5. Take the Oath before the High Court
6. Obtain advocate license from by advocate organization



# Subsequent Certification in Indonesia

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- Curator (Receiver or Administrator)
- IP Consultant
- Data Protection Officer
- Certified Mediator
- Tax Consultant
- Capital Market Legal Consultant
- Arbitrator

# Partner & Stakeholder

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- Client
- Counterpart
- Opposing Party
- Lawyer
- Notary
- Ministry
- Government Body
- Organization & Association
- Prosecutor
- Judge
- Court Clerk
- Consultant
- Press & Media
- Academic & Researcher
- International Body

# Work & Deliverable few examples

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- Legal representation
- Negotiation
- Mediation
- Legal Audit 
- Due-Diligence
- Investigation
- Compliance matter
- Contract drafting & review
- Court proceeding
- Research 
- Legal advice
- Legal opinion
- Licensing & submission
- Transaction structuring
- Training & seminar

# Dispute v Non-Dispute some overview

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- Resolving conflicts
- Win / settle disputes
- Courts, arbitration, government
- Filing lawsuits, argue in courts
- Civil litigation, commercial disputes, criminal defense



- Transactional & legal consultant
- Mitigate legal risk, support business growth
- Boardrooms, corporate legal, ministries
- Due diligence, draft contracts
- Corporate law, IP licensing, banking & finance

# Team Formation example

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Founding Partner

Managing Partner

Partner (Sr/Jr) ——— Of-Counsel

Senior Associate

Associate (Mid/Jr)

Paralegal

Intern

# Fee Structure

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- Legal Fee  
lump-sum, milestone-based, hourly-based
- Success Fee  
% of amount received, agreed amount, special arrangement
- Operational Fee / Out-of-Pocket Expense  
transportation, meal, administrative & third-party fee, etc.
- Payment Method  
upfront, monthly billing, installment, completion of work



# Client's Engagement

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1. Client acquisition
2. Engagement Letter / Legal Service Agreement
3. Power of Attorney
4. Case management & distribution of work
5. Delivery of work
6. Regular update
7. Billing



# Challenges

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- Client's expectation
- Incomplete information and document
- Unclear, overlapping, and absent of laws & regulations
- Theory different than practice
- Undisclosed policy / procedure
- Ethical dilemma

# What to Prepare some tips

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- Complete law school program
- Moot court competition
- Internship
- Determine specialization
- Publish journal / article
- Expand & maintain professional network
- Prepare a professional CV
- Familiarized laws & regulations and updates





**Thank you**

**Q&A Session**

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Visit and Short Workshop at AKP Lawfirm  
ISEP (International Student Exchange Program)  
22 July 2025

NAME	
Jordan Jong Ying Yuen	
Yong Tze Shen	
Leong Jia Sem	
Francis Teoh Dun Yong	
Chester Anak Langit	
Muhammad Nur Hamzah Bin Saiful Bahri	
Tan Jung Leong	
Brian Tan Chong Tatt	
Wong Zing Qian	
Yap Rou Xin	
Cherrie Hwang Zhi Yee	
Ong Li Min	
Penny Nam Pei Yi	
Natalie Lee Nilrat Anak Simon Lee	
Sitti Rania Batrisyia	
Dhiya Qistina Binti Mohamed Rizal	
Low Weey	
Amy Ng Sin Yee	

### Committee Name List

No.	Nama Lengkap
1.	Enroy Sution
2.	Cathleen Lie
3.	Kenji Dustin Wanibe
4.	Jesslein Felisha
5.	Janice Arivi Puji
6.	Kezia Ratu Clarissa Manik
7.	Fatimah Zahro
8.	Anastasya Selena
9.	Maureen Keisha Yolanda
10.	Deandra Tiffany
11.	Maria Jessica Laretta Gunawan
12.	Laureen Aurora Hummerson
13.	Marsya Dorothea Gunawan
14.	Maria Franciska Limanto
15.	Florence Stacia
16.	David Edyson
17.	Muhammad Bima Samudra
18.	Ni Putu Dea Antasari
19.	Bobi Ardiansyah
20.	Ivana Trixie
21.	Emmanuela Audry Estellin
22.	Wincent Hungstan Angkasa
23.	Jordanno Lesmana

