



The Law Society



The Junior Lawyers Division Pro Bono Awards 2009 Guidance notes and nomination form

Closing date - 11 September 2009

The 11th Pro Bono Awards provide an opportunity to give public recognition to the invaluable pro bono work undertaken by students, trainee solicitors and junior solicitors.

Nominations are now sought for individuals who have made a contribution to broadening access to justice in their communities and helping to ensure that the legal system is open to all. As in previous years, an additional award - the Wig & Pen Prize - will be presented by the City of London and City of Westminster and Holborn law societies.

Nominations can be made by yourself, your employer, your teaching institution or the project you support. Please nominate anyone you think has been involved in a great pro bono project - whether large or small.

At the judges' discretion cash awards may be made to pro bono projects supported by nominated individuals.

Criteria

- The pro bono work for which entrants' seek an award must have been undertaken between 20 September 2008 and 11 September 2009.
- The awards are open to anyone who falls within the scope of the Junior Lawyers Division membership at the close of nominations on 11 September 2009 as follows:
 - Student member enrolled with the Solicitors Regulation Authority
 - Trainee solicitor
 - Solicitor with up to five years' active post qualification experience

Wig & Pen Prize

The Wig & Pen Prize is a separate award and is open to solicitors up to five years qualified on 11 September 2009 who practise in the catchment areas of either the City of London or City of Westminster and Holborn law societies. Copies of eligible nominations within the catchment area will be forwarded to the Wig & Pen judging panel.

Nomination process

Please complete the nomination form overleaf. Please also supply the following attachments:

- **Attachment 1:** Details about the entrant (maximum 150 words)
- **Attachment 2:** Information about the pro bono project and the entrant's contribution (maximum 500 words). Please note guidance below.

Please submit a summary of the pro bono project undertaken and why the entrant should receive an award, for example, time spent on the project and whether it was during office hours; how the activity was undertaken; the impact of the activity on their clients and the local community; and whether the activity involved setting up a new or innovative project.

Examples of work undertaken in past years have included providing legal advice in law centres, setting up an advice service to support business start-ups or being part of a team representing a UK national facing the death penalty.

- **Attachment 3:** Two letters of support

Please supply two letters of support from other individuals such as supervising solicitors, clients or project managers who have knowledge of the entrant's pro bono work during the relevant period..

Closing date and awards ceremony

The closing date for nominations is 11 September 2009. The presentation ceremony will be held on Thursday 12 November 2009 in London during National Pro Bono Week.

junior lawyers

The Junior Lawyers Division Pro Bono Awards 2009

Nomination form

Name of entrant: _____

Address of entrant (eg. practising address / teaching institution / private): _____

E-mail address of entrant: _____

Telephone number of entrant: _____

Law Society roll / registration number of entrant: _____

Solicitors only - date of admission: _____

Does the entrant work in the Westminster, Holborn or City of London catchment area? YES NO

Referring to the guidance notes please provide the following documentation in support of the nomination.

- Attachment 1: Entrant biography - maximum 150 words
- Attachment 2: Details of pro bono project and contribution - maximum 500 words
- Attachment 3: Two letters of support

Thank you for submitting this nomination on behalf of the entrant. Please let us have your contact details:

Name: _____

Address: _____

Telephone no: _____

E-mail: _____

Closing date - 11 September 2009

Please return to:

Yvonne Treacy

Law Society Services

The Law Society

113 Chancery Lane

London WC2A 1PL

(DX 56 LONDON / CHANCERY LANE)

E-mail: yvonne.treacy@lawsociety.org.uk

Tel: 020 7320 5794 Fax: 020 7831 0170

Please mark the outside of your envelope 'Confidential Submission'

For further enquiries please email juniorklawyers@lawsociety.org.uk

Additional copies of this form can be downloaded from www.lawsociety.org.uk/awards

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