

The Junior Lawyers Division Pro Bono Awards 2008

Guidance notes and nomination form

Closing date - 19 September 2008

The 10th 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 or teams who have made a contribution to broadening access to justice in their communities, helping to ensure that the legal system is open to all. As in past 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.

Categories

Nominations will be judged in the following categories, although the judges reserve the right not to make awards in all categories if the number or quality of entries is insufficient.

- **Solicitor - local projects** (projects undertaken by a solicitor assisting individuals or groups based in the UK)
- **Solicitor - international projects** (projects undertaken by a solicitor assisting individuals or groups outside the UK)
- **Solicitor - team** (projects undertaken by a group of solicitors assisting individuals or groups whether based in the UK or abroad)
- **Trainee** (projects undertaken by an individual trainee or group of trainees, whether the project is based in the UK or abroad)
- **Student** (projects undertaken by an individual student or group of students, whether the project is based in the UK or abroad)

At the judges' discretion cash prizes of up to £1000 may be awarded to projects of winning entries where a request has been made and the entrant has shown real financial need on the part of the project.

Criteria

- The pro bono work for which entrants seek an award must have been undertaken between 19 September 2007 and 19 September 2008.
- The awards are open to anyone who falls within the scope of the Junior Lawyers Division at the close of nominations on 19 September 2008 as follows:
 - Student member enrolled with the Solicitors Regulation Authority
 - Trainee solicitor
 - Solicitor with up to five years active post qualification experience
- To be eligible for the trainee award entrants must be trainee solicitors whose training contract is registered with the Solicitors Regulation Authority prior to 19 September 2008.
- To be eligible for the student award entrants must be student members enrolled with the Solicitors Regulation Authority between 19 September 2007 and 19 September 2008.



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Wig & Pen Prize

The Wig & Pen Prize is a separate award and is open to solicitors up to five years qualified on 19 September 2008 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 attached nomination form for each entrant - one for each team member if submitting a team entry. 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 the 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. For the team award, demonstrate how teamwork delivered the pro bono activity. 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 and photograph
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. For publicity purposes we also request a recent photograph of the individual entrant in digital format (jpeg high resolution). This applies to individual entries only - not team entries.
- **Attachment 4:** Request for cash award for the pro bono project (optional).
If requesting a cash award for the pro bono project, please provide the following information:
 - *How the cash award will help this project, including estimates for specific items (maximum 500 words)*
 - *Name and address of pro bono project and registration number if a registered charity.*
 - *Contact name at project organisation, including telephone number and e-mail address.*

Closing date and awards ceremony

The closing date for nominations is 19 September 2008. The presentation ceremony will be held on Thursday 13 November 2008 in London during National Pro Bono Week.





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Nomination Form

To be completed for each entrant - one copy for each team member if submitting a team nomination.

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 _____

Category applied for:

Please tick

Solicitor - local projects

Solicitor - international projects

Solicitor - team

Trainee

Student

Does the entrant work in the Westminster, Holborn or City of London catchment area?

YES / NO



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The Law Society

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 and digital photograph (photograph only necessary for individual entrants)
- **Attachment 4:** Request for cash grant for pro bono project - maximum 500 words - plus contact details of project (optional)

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

Name _____

Address _____

Telephone No: _____

E-mail: _____

Closing date - 19 September 2008

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 the envelope 'Confidential Submission'

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

