



# The Young Lawyer Pro Bono Awards 2007

## GUIDANCE NOTES AND NOMINATION FORM

### **Closing date – 21 September 2007**

The ninth Pro Bono Awards provide an opportunity to give public recognition to the invaluable pro bono work undertaken by Legal Practice Course students, trainee solicitors and young 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 award will be made for the Wig & Pen Prize for solicitors working in the City, Westminster and Holborn areas of London.

Nominations can be made by yourself, by your employer, by your teaching institution or by the project you support. Please nominate anyone you think has done great pro bono work – 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 there is insufficient number or quality of entries:

- Employed (eg in house, local and central government, CPS, public service)
- Large Firm (more than 200 fee earners)
- Medium Size Firms (20-200 fee earners)
- Small Firm (up to 20 fee earners)
- Team (excluding student)
- Student (team or individual)

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 21 September 2006 and 21 September 2007.

With the exception of the Wig & Pen Prize and the Student Award, entrants must be either, admitted solicitors qualified 10 years or less at the close of nominations on 21 September 2007 or, trainee solicitors whose training contract is registered at the Law Society prior to 21 September 2007.

The Wig & Pen Prize is open to solicitors up to five years qualified on 21 September 2007 and who practice in the catchments area of either the City of London or City of

Westminster and Holborn Law Societies. Copies of nominations within the catchment area will be automatically forwarded to the Wig & Pen judging panel.

The Student Award is open to students registered on a Legal Practice Course as at 21 September 2007 or were undertaking the LPC course during the nomination period (21 September 2006 to 21 September 2007).

### **Nomination process**

Please complete the attached nomination form for each entrant, including each team member if submitting a team entry. Attached to the nomination form needs to be the following:

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

*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 to 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 the 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.*

- **Annex 3:** Two letters of support and photograph

*Please supply two letters of support from other individuals, supervising solicitors, clients, 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 entrant in digital format (jpeg high resolution). This applies to individual entries only –not team entries.*

- **Annex 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 email address.*

### **Closing Date and Awards Ceremony**

The closing date for nominations is 21 September 2007. The presentation ceremony will be held on Wednesday 14 November 2007 during National Pro Bono Week.

The Young Lawyer Pro Bono Awards 2007

## NOMINATION FORM

To be completed for each entrant including each team member if submitting a team nomination.

Name of entrant:

Practising / teaching institution name and address:

Email address of entrant:

Telephone number of entrant:

Law Society Roll / registration number:

Category applying for:

Please tick

Employed (e.g. in-house/public service/central and local government/CPS)

Large firm (more than 200 fee earners)

Medium size firm (20-200 fee earners)

Small firm (up to 20 fee earners)

Team (excluding students)

Student (team or individual)

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:

- **Annex 1: Entrant biography – maximum 150 words**
- **Annex 2: Project information – maximum 500 words**
- **Annex 3: Two letters of support and digital photograph**
- **Annex 4: Request for cash grant for pro bono project – maximum 500 words – plus contact details of project. (Optional)**

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone No: \_\_\_\_\_

Email: \_\_\_\_\_

**Closing date – 21 September 2007**

Please return to

**Yvonne Treacy  
Membership Services  
The Law Society  
113 Chancery Lane  
London WC2A 1PL**

**(DX 56 LONDON / CHANCERY LANE)**

**Email: [yvonne.treacy@lawsociety.org.uk](mailto: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.ysg.org](http://www.ysg.org)