

# 2004 President's Pro Bono Service Awards

## THE STATE BAR OF CALIFORNIA

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### AWARD GUIDELINES

The President's Pro Bono Service Awards were established in 1983 by the State Bar Board of Governors. The awards recognize California attorneys who have provided or enabled the direct provision of legal services to poor persons or to organizations whose primary purpose is to provide legal services to the poor, free-of-charge, without expectation of compensation from the client.

A nominee may be a lawyer, law firm, or team of lawyers, or association of lawyers, depending on the category. A nominee may be nominated for more than one category if applicable. For example, a recent admittee who is also a solo practitioner can be nominated in both categories. Nominators may make more than one nomination for an award; a separate form is required for each individual's nomination. (An online version of the nomination form is also available for downloading on the State Bar's web site, [www.calbar.ca.gov](http://www.calbar.ca.gov))

### AWARD CATEGORIES

Awards may be given to one recipient in each of the following eight categories:

- **Corporate:** An individual attorney or team of attorneys employed by the corporation.
- **Government:** An individual attorney or team of attorneys employed by a local, state or federal government agency.
- **Emeritus or Limited Active Practice Attorney:** An attorney who is enrolled in the State Bar Emeritus Attorney Pro Bono Program; or a lawyer who took time off from practicing law for compensation and performed substantial pro bono work.
- **Recently Admitted:** An individual attorney in his or her first four years of practice (please note that this category is distinguished from the Jack Berman Award of Achievement sponsored by the California Young Lawyers Association. See enclosed guidelines for the Jack Berman Award.)
- **Large Law Firm:\*** (Including Individual or Team) A law firm or a branch of a law firm with 100 attorneys or more in California. May include an individual attorney or team of attorneys employed by the firm.
- **Medium Law Firm:\*** (Including Individual or Team) A law firm or a branch of a law firm with 11 to 99 or more in California. May include an individual attorney or team of attorneys employed by the firm.
- **Small Law Firm:\*** (Including Individual or Team) A law firm or a branch of a law firm with 2 to 10 attorneys in California. May include an individual attorney or team of attorneys employed by the firm.
- **Solo Practitioner:** Individual attorney in his or her own practice.

\*Note: If a law firm is nominated on a statewide basis, nominator should select the large, medium or small law firm category according to the total number of attorneys employed by the firm statewide. If a branch office of a law firm is being nominated, nominator should check the "branch" category box of large, medium or small law firm according to the total number of attorneys in that specific branch office.

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## **CRITERIA FOR SELECTION**

Award recipients shall be lawyers who provided pro bono legal services from January 1, 2003 to December 31, 2003 and:

1. are admitted to practice in California;
2. were not employed on a full-time basis, during the period when the pro bono work was done, by an organization that has as its primary purpose the provision of free legal services to the poor (as defined by current federal poverty guidelines) unless the legal services staff attorney provided the pro bono work outside the scope of his/her employment;
3. have voluntarily contributed a significant amount of time, with no expectation of being paid by the client, to providing or enabling the delivery of legal services in civil or criminal matters for a client, client group or charitable organization whose primary purpose is to provide services to the poor and that does not have the resources to pay for services;
4. have made such contribution through organized pro bono programs, including legal services programs, legal aid societies, local bar association-sponsored pro bono programs, lawyer referral services' no-fee panels or other organizations whose primary purpose is to serve the poor; and
5. whose voluntary contributions have resulted in increased access to legal services for the poor.

## **FACTORS TO BE CONSIDERED**

- the breadth and impact of the nominee's work
- the nominee's practice setting
- the nature of the pro bono program through which the work was done
- evidence of the nominee's continuing commitment to pro bono work
- the nature of services contributed, such as;
  - direct advice and representation
  - impact litigation
  - co-counselling
  - appellate work
  - pro per assistance
  - review or supervision of other volunteers' casework
  - organization of pro bono activities
  - mobilization of others to do pro bono work
  - organization of a new project or delivery structure
  - provision of volunteer lawyer training
  - client or public education
  - emergency, difficult or unpopular cases

## **SELECTION PROCESS AND AWARDS PRESENTATION**

Completed nomination form and supporting materials (no emails or faxes accepted) must be postmarked by **Friday, April 16, 2004**. All nominees and nominators will be notified of the receipt of submitted nominations. The State Bar Standing Committee on the Delivery of Legal Services will review nominations and submit recommendations to the State Bar Board of Governors for final approval. Decisions regarding award recipients will be based on the criteria and factors listed above. The awards will be presented during the State Bar Annual Meeting in Monterey, October 7-10, 2004.

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## NOMINATION FORM

COMPLETED NOMINATION FORM AND SUPPORTING MATERIALS MUST BE POSTMARKED BY  
FRIDAY, APRIL 16, 2004. EMAILS OR FAXES WILL NOT BE ACCEPTED.

Please refer to the Award Guidelines before completing the nomination form. Type or print all information clearly and answer all questions as thoroughly as possible. A current résumé or biography of the nominee is **required** and supporting materials such as letters of recommendation from employers, co-workers or clients or other relevant materials are strongly encouraged.

Name of Nominee (attorney, law firm, team of lawyers, or association of lawyers): \_\_\_\_\_

If nominee is a law firm, or team of lawyers, please provide the name of a representative who will be responsible for communications between State Bar staff and the nominee: \_\_\_\_\_

Employer: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Is nominee being nominated for more than one category?  Yes (check all applicable categories below)  No

- |                                    |   |  |   |
|------------------------------------|---|--|---|
| <input type="checkbox"/> Corporate | <input type="checkbox"/> Large Law Firm (statewide) | <input type="checkbox"/> Medium Law Firm (statewide) | <input type="checkbox"/> Small Law Firm (statewide) |
|                                    | <input type="checkbox"/> branch office              | <input type="checkbox"/> branch office               | <input type="checkbox"/> branch office              |
|                                    | <input type="checkbox"/> individual                 | <input type="checkbox"/> individual                  | <input type="checkbox"/> individual                 |
|                                    | <input type="checkbox"/> team                       | <input type="checkbox"/> team                        | <input type="checkbox"/> team                       |

Government  Emeritus or Limited Active Practice Attorney  Solo Practitioner  Recently Admitted

Other: \_\_\_\_\_

Has nominee been nominated for this award before?  If Yes, indicate when \_\_\_\_\_  No

**PLEASE DESCRIBE THE NOMINEE'S PRO BONO WORK DURING 2003 AND INCLUDE THE FOLLOWING INFORMATION LISTED BELOW. ATTACH ADDITIONAL SUPPORTING MATERIALS AS APPROPRIATE.**

- the nature and description of the pro bono legal services provided in 2003 and dates of service and breakdown of hours (for law firm or team of lawyers, give hours per associate and partner)
- number and description of individuals served or matters handled
- name and brief description of the organization and/or program through which the nominee volunteered
- if attorney's fees were awarded to the nominee, state the amount and describe how the fees were distributed
- nominee's principal practice areas, practice areas and number of attorneys in the nominee's office or firm
- description of employer's support of pro bono and attach pro bono policy if available (for statewide law firm nomination, describe pro bono efforts by each branch office)
- how the nominee's pro bono work made an impact

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## NOMINATION FORM

PROVIDE ANY ADDITIONAL INFORMATION YOU WISH ABOUT THE NOMINEE INCLUDING:

- |   |   |
|---|---|
| <input type="checkbox"/> description of nominee's history of pro bono contributions | <input type="checkbox"/> total length of pro bono service |
| <input type="checkbox"/> previous recognition for pro bono contributions            | <input type="checkbox"/> special qualities of the nominee |
| <input type="checkbox"/> hardships or obstacles faced in doing pro bono work        | <input type="checkbox"/> other volunteer work             |

Name of Nominator: \_\_\_\_\_

Relationship to Nominee: \_\_\_\_\_

Organization or Firm: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Additional Reference

Joint Nominator\*

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

Relationship to Nominee: \_\_\_\_\_

Organization or Firm: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

\* If more than one organization is nominating the same candidate, nominators may collaborate and submit one joint nomination as long as information for services provided per organization is outlined separately. Joint nominators may also choose to submit separate application forms for the same individual, but it is recommended that information regarding the nominee is consistent.

**Completed nomination form and supporting materials must be postmarked by Friday, April 16, 2004 (emails or faxes will not be accepted) and delivered to:**

**Sharon Ngim  
Office of Legal Services, Access & Fairness Programs  
State Bar of California  
180 Howard Street  
San Francisco, CA 94105  
Tel: 415/538-2267 Email: sharon.ngim@calbar.ca.gov**