

Guidance for the 2018 awards

1. All nominations must be made online at www.lapg.co.uk/laly-nomination. Supporting documents must be paginated and uploaded.
2. Entries should consist of the completed online nomination form; plus no more than 20 numbered pages of supporting documents (e.g. client and other testimonials, etc.). Material over this amount will only be put before the judges at the discretion of LAPG's director and in exceptional circumstances. Her decision in this respect will be final. Please avoid repetition and duplication of material, where possible.
3. Documents uploaded in support of a nomination must be in one of the following file formats: gif | png | jpg | jpeg | pdf | doc | docx | ppt | pptx | odt. Regardless of the number of pages, each supporting document must not exceed 10mb.
4. Where possible, one person should be identified as the lead nominator, with supporting statements from others, rather than sending multiple nominations for the same nominee. The lead nominator should complete the online form (and tick the declaration), and will be contacted in the event that further information or clarification is needed.
5. Individuals may **not** nominate themselves in any category apart from Access to Justice through IT. Organisations may make a nomination on their own behalf for the Legal Aid Firm/Not-for-profit Agency, and Access to Justice through IT categories.
6. Ideally, the nomination should be made or supported by a legal professional (e.g. solicitor, barrister, judge, CILEx member, etc.). Supporting statements from outside the nominee's organisation are not essential but the judges are likely to give particular weight to external testimonials. We particularly welcome supporting statements from clients.
7. Membership of LAPG is not required to nominate someone or to be a nominee.
8. The judging panel has the right to nominate any individual or organisation who meets the criteria and will be solely responsible for choosing the winner of the Outstanding Achievement award.
9. For the following awards, nominees (solicitors, employed barristers, caseworkers and legal executives) must work in a private practice solicitor's firm, law centre, or other organisation with a Legal Aid Agency (LAA) contract; or be undertaking a significant amount of legal aid certificated work from the Northern Ireland Legal Services Agency (NI LSA):
 - a. Children's Rights,
 - b. Criminal Defence;
 - c. Family Legal Aid (including Mediation);
 - d. Housing;
 - e. Practice Management;
 - f. Public Law;
 - g. Social and Welfare.
10. Organisations nominated for the Legal Aid Firm/Not-for-Profit Agency must hold a LAA contract, or conduct a significant amount of legal aid certificate work from NI LSA.
11. The Legal Aid Newcomer award is open to trainee solicitors, solicitors, pupils, barristers, caseworkers, and legal executives.
 - a. This award is open to trainee solicitors working under a current training contract; caseworkers employed in that capacity for no more than 5 years on 1 May 2018; solicitors of no more than 5 years qualified on 1 May 2018; CILEx graduate members and CILEx Fellows with up to 5 years PQE on 1 May 2018; pupils carrying out predominantly legal aid work and barristers of no more than 7 years call on 1 May 2018 (whether self-employed or employed).
 - b. Solicitor, legal executive and caseworker nominees for the newcomer award must work in an organisation with a LAA contract, or which conducts a significant amount of legal aid certificate work from NI LSA.
 - c. Barrister nominees must work in a chambers or be employed in an organisation that conducts legal aid work.
12. The Children's Rights award is open to legal aid lawyers whose work primarily involves protecting the rights and welfare of children and young people. It could include work done in one or more fields, such as education, youth justice, family, asylum, mental health, etc.
13. The Family Legal Aid (including Mediation) is open to lawyers conducting both private and public family legal aid cases. This category also covers legally-aided mediation.
14. The Social and Welfare category includes all legally-aided fields that are not covered by a dedicated award category. It specifically includes areas such as clinical negligence, community care, immigration and asylum, inquests, mental capacity, mental health and prison law.
15. The Public Law award is open to legal aid lawyers acting on behalf of individuals or groups against public bodies. Qualifying nominees will include (but not be restricted to) those working in the fields of actions against the police, inquests, prison law, and judicial review, where the work is funded by legal aid.
16. The Practice Management award is open to individuals playing a significant role in the management of a firm or not-for-profit organisation with a legal aid contract. It is not limited to those with the job title 'practice manager', nor to qualified lawyers. This award seeks to recognise the crucial role played by those responsible for ensuring that legal aid providers are run effectively and sustainably, so as to be able to offer exceptional services to their clients.
17. The Access to Justice through IT award is open to legal services providers (organisations or individuals), who are making innovative use of technology to increase access to justice for people of modest means, in areas of law traditionally covered by legal aid. This could include the provision of legal advice, information, representation, or public legal education.
18. We do not seek or accept nominations in the Outstanding Achievement category.
19. Qualifying nominees may be entered in more than one category (e.g. Social and Welfare and Legal Aid Newcomer). Please just tick the relevant boxes on the nomination form. There is no need to submit more than one entry. **Please note** that the Practice Management and Access to Justice through IT categories require different information from the other categories. If you intend to nominate someone for one of these two categories *plus any other category* please contact us to discuss the best way to do this.