

## Guidance

1. All nominations must be made online at [www.lapg.co.uk/laly-nomination](http://www.lapg.co.uk/laly-nomination). Supporting documents must be uploaded and paginated.
2. Entries should consist of the online nomination form setting out why the nominee should be honoured by the LALY judges; 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. Her decision in this respect will be final. Please avoid repetition and duplication, 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, although organisations may make a nomination on their own behalf for the Legal Aid Firm/Not-for-profit Agency, and Access to Justice through IT awards.
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 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 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 certificate work from the Northern Ireland Legal Services Agency (NI LSA):
  - a. Children's Rights,
  - b. Criminal Defence;
  - c. Family Public;
  - d. Family Private (including Mediation);
  - e. Immigration and Asylum;
  - f. Public Law;
  - g. Social and Welfare.
10. Organisations nominated for the Legal Aid Firm/Not-for-Profit Agency must hold an LAA contract, or conduct a significant amount of legal aid certificate work from NI LSA.
11. The Legal Aid Newcomer award is open to solicitors, barristers, case workers, and legal executives.
  - a. Solicitor nominees for the newcomer award must work in an organisation with an LAA contract, or which conducts a significant amount of legal aid certificate work from NI LSA.
  - b. Legal executive and caseworker nominees for the newcomer award must either work for an organisation with an LAA contract, or which conducts a significant amount of legal aid certificate work from NI LSA, or a barristers chambers.
  - c. 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 2017; solicitors of no more than 5 years qualified on 1 May 2017; CILEx graduate members and CILEx Fellows with up to 5 years PQE on 1 May 2017, and barristers of no more than 7 years call on 1 May 2017 (whether self-employed or employed).
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. There are two separate categories for family legal aid lawyers: Family Private (including Mediation); and Family Public. The former is open to lawyers conducting private family legal aid cases. This category also covers mediators, where legally aided mediation makes up a proportion of their personal caseload and/or they have shown commitment to promoting 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 housing and mental health.
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. We do not seek or accept nominations in the Outstanding Achievement category.
17. 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.
18. 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.