

Guidance for the 2020 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 CEO and in exceptional circumstances. His 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 Legal Aid Team. Organisations may make a nomination on their own behalf for the Legal Aid Firm/Not-for-profit Agency, Regional Legal Aid Firm/Not-for-profit Agency and Legal Aid Team 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. Mental Capacity Law,
 - b. Criminal Defence;
 - c. Family Legal Aid;
 - d. Immigration & Asylum Law;
 - e. Public Law;
 - f. Social Welfare Law.
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 certificated work from NI LSA. Organisations nominated for the Regional Legal Aid Firm/Not-for-Profit Agency must be based solely or primarily outside of the 33 local government districts that comprise Greater London and hold a LAA contract, or conduct a significant amount of legal aid certificated 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 2020; solicitors of no more than 5 years qualified on 1 May 2020; CILEx graduate members and CILEx Fellows with up to 5 years PQE on 1 May 2020; pupils carrying out predominantly legal aid work and barristers of no more than 7 years call on 1 May 2020 (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 have undertaken a significant amount of legal aid work over the past year.
12. The Mental Capacity award is open to legal aid lawyers conducting a significant amount of health and welfare cases in the Court of Protection, either acting for patients or their family members.
13. The Family Legal Aid award is open to lawyers conducting both private and public family legal aid cases. This category also covers legally-aided family mediation.
14. The Social 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, inquests, mental health, housing 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 claims against public authorities, inquests, prison law, and judicial review, where the work is funded by legal aid.
16. The Legal Aid Team award is open to individuals or teams, within one organisation or across one or more organisations, who are able to demonstrate that their teamwork has made a significant difference to, for example, clients, the delivery of legal aid services, or the outcome of a particular case. A team must consist of two or more people. At least one member of the team being nominated must work at an organisation which holds a LAA contract or conducts a significant amount of legal aid certificated work from NI LSA. When submitting the nomination please choose one person from the team, list them as the Nominee and provide their organisation's name and address. There is then space in the question 'What type of legal aid work does the nominee's firm/organisation/team conduct?' to provide the names and organisational details of other members of the team.
17. Qualifying nominees may be entered in more than one category (e.g. Social 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.