

## Guidance for the 2022 awards

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 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 must **not** nominate themselves in any category. Organisations may make a nomination on their own behalf for the Legal Aid Firm/Not-for-profit Agency and Regional Legal Aid Firm/Not-for-profit Agency 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. Disability Rights,
  - b. Criminal Defence;
  - c. Family Legal Aid;
  - d. Housing 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 2022; solicitors of no more than 5 years qualified on 1 May 2022; CILEx graduate members and CILEx Fellows with up to 5 years PQE on 1 May 2022; pupils carrying out predominantly legal aid work and barristers of no more than 7 years call on 1 May 2022 (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 certificated work from NI LSA.
  - c. Barrister nominees must have undertaken a significant amount of legal aid work over the past year.
12. The Disability Rights award is open to lawyers working under any category of legal aid, who can demonstrate that a significant proportion their legally-aided work focusses on protecting, extending or enforcing the rights of clients with mental or physical health issues or disabilities.
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, immigration and asylum 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 Support Staffer award is open to any individual providing support services (whether as an employee or on a consultancy basis) to an organisation (or number of organisations) with a Legal Aid Agency contract (or undertaking a significant amount of legal aid certificated work from the Northern Ireland Legal Services Agency) or a set of chambers that undertakes a significant amount of legal aid work. No formal legal qualifications are needed. Qualifying nominees will include (but not be restricted to) non-fee-earners with expertise in IT, research, training, human resources, billing, admin, office management, finance, reception work, organisation structure, etc.
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.