

SOUTH CAROLINA BAR PRO BONO AWARDS

NOMINATION FORM WITH GUIDELINES

Please read the attached guidelines, complete this form in its entirety, and return it to the following address ***postmarked no later than February 14, 2014.***

Pro Bono Awards
South Carolina Bar
P.O. Box 608
(950 Taylor Street)
Columbia, SC 29202-0608

Winners will be announced in late February 2014 and be presented at the South Carolina Bar Foundation Gala in March 2014.

If questions, please visit our Web site at www.sctbar.org or contact the South Carolina Bar's Public Services Director at 803-799-6653 x142.

1. Contact and Summary Information (required) – How can we contact you and the nominee?

a. Nominee

Full Name of Nominee: _____

Name of Contact Person(s),
if Nominee is an organization or firm: _____

Address of Nominee: _____

Phone: _____ Fax: _____

Email (if available): _____

What pro bono or volunteer work did Nominee perform? (Only need here a summary or program name, if any; details required in Section #3):

b. Nominators (You)

Full Name of Nominator(s): _____

Name of Contact Person(s),
if Nominator(s) is (are) an organization or firm: _____

Address of Nominator: _____

Phone: _____ Fax: _____

Email (if available): _____

Relationship of Nominator(s) to Nominee (e.g., partner, client, friend, relative):

2. Nominee's Background - Who is the nominee and what is his/her/its background?

Please attach the nominee's résumé, or a description of the candidate's background and bar association activities. The background should include the following information about the nominated individual, organization or firm, including supporting documentation, if possible:

- Number of years in practice;
- Primary area of practice;
- Educational background;
- Civic and other public service affiliations; and
- Bar activities.
- Nominee's website if applicable

3. Nomination Narrative (required) – Why does this nominee deserve this award?

Please attach an explanation of how your nominee meets one or more of the below criteria for the South Carolina Bar Pro Bono Award. This section must contain specific information detailing the nature of the nominee's pro bono contribution. It can be for a single case or project or for an accumulation of assistance over a period of time. If possible, identify who has benefited from the service. This can include description of case(s); amount of time spent on case(s); and the significance this work may have not just to the individual client(s) but also to the community as a whole. It will assist the selection subcommittee if whenever possible, the nominator provides specific documentation or other materials that demonstrate the candidate's pro bono contribution, including news articles, brochures, hours spent and other documentation.

Definition of Pro Bono Services. For purposes of the Pro Bono Award, pro bono services means providing legal services with no expectation of a fee or at greatly reduced compensation:

(1) to persons of limited means or charitable, religious, civic, community, governmental and educational organizations in matters which are designed primarily to address the needs of persons of limited means; or

(2) to individuals, groups or organizations seeking to secure or protect civil rights, civil liberties or public rights, or charitable, religious, civic, community, governmental and educational organizations in matters in furtherance of their organizational purposes, where the payment of

standard legal fees would significantly deplete the organization's economic resources or would be otherwise inappropriate.

Criteria:

(a) Demonstrated dedication to the development and delivery of legal services to the poor through a pro bono or other volunteer program.

(b) Contributed significant work toward developing innovative approaches to delivery of volunteer legal services.

(c) Participated in an activity that resulted in satisfying previously unmet legal needs or in extending services to underserved segments of the population.

(d) Successfully litigated pro bono cases that favorably affected the provision of other services to the poor.

(e) Successfully achieved legislation that contributed substantially to the delivery of legal services to the poor.

Your nomination packet should include detailed information on actual work. This can include the particular case or issue worked on, how it impacts the client(s), delivery of service to the community or a particular group of clients. Outline when this work was performed, the amount of effort expended in the undertaking, and whether the case or work could have been undertaken without the nominee. If known, indicate which if any cases the nominee accepted from the SC Bar Pro Bono Program. All of this information will assist the selection subcommittee in its deliberations.

References:

Your nomination packet should also include the names and contact information of up to three persons, who if asked, could provide support and information on the nominee. They may be the same persons listed in Section 4, below.

Reference #1:

Full Name: _____

Organization: _____

Address: _____

Phone: _____ Fax: _____

Email (if available): _____

Relationship to Nominee: _____

Reference #2:

Full Name: _____

Organization: _____

Address: _____

Phone: _____ Fax: _____

Email (if available): _____

Relationship to Nominee: _____

Reference #3:

Full Name: _____

Organization: _____

Address: _____

Phone: _____ Fax: _____

Email (if available): _____

Relationship to Nominee: _____

4. Letters of Support (optional)—Who else can tell us about this nominee?

Letters of support from other individuals or organizations who are familiar with the candidate may be included. These may be from the same individuals that are provided in Section 3, above.

All persons making this nomination should sign below, please.

Nominator's Signature

Date

Nominator's Signature

Date

Nominator's Signature

Date

SOUTH CAROLINA BAR PRO BONO AWARDS

GUIDELINES

The South Carolina Bar presents awards annually to individual lawyers, law firms and institutions in the legal profession that have demonstrated outstanding commitment to volunteer legal services for the poor and disadvantaged. By honoring those who have shown leadership in the delivery of services to the poor, we will encourage others to volunteer in their community. We must honor not just individual time, but innovative programming that promotes the delivery of services.

Below is a description of these prestigious awards, with a form attached at the conclusion.

Purpose

The South Carolina Pro Bono Awards program seeks to identify and honor individual lawyers, small and large law firms, government attorney offices, corporate law departments and other institutions in the legal profession that have enhanced the human dignity of others by improving or delivering volunteer legal services to our state's low income community. These services are of critical importance to ensure that representation is provided to the thousands of needy individuals and families who are in need of free civil legal assistance. These programs help to supplement the work being provided by programs in our state funded by both the Legal Services Corporation and the South Carolina Bar Foundation's Interest on Lawyer's Trust Accounts (IOLTA) program.

There are lawyers in our state whose contributions have made an impact on the low income community. This is through the development of comprehensive programs, the delivery of impact litigation or work that has enabled other organizations to deliver services. Their commitment, energy and new approaches to the delivery of pro bono service serve as models for others in the legal profession. Nominators should fully describe the unique and deserving efforts of each nominee.

Candidates are legal professionals who commit their talent and training to improve the quality of justice for those unable to afford a lawyer. Some will be nominated for their longtime dedication to the delivery of pro bono legal services to the poor. Others, newer to the field, might be nominated for their creative approaches to the delivery of volunteer legal services or their commitment to representing low-income persons. Some may have brought about legislation that contributes substantially to legal services to the poor.

Criteria

Individual attorneys who do not derive their income delivering legal services to the poor are eligible. Large and small law firms, corporate law departments, government attorney offices and other institutions in the legal profession whose members have collectively made an outstanding contribution toward one of the award's criteria are also eligible. Organizations that are nominated may not receive or currently maintain funding from either the Legal Services Corporation or the South Carolina Bar Foundation's IOLTA program. Not more than five awardees (this includes individuals and firms) will be selected from those who have excelled in one or more of the following ways:

- (a) Demonstrated dedication to the development and delivery of legal services to the poor through a pro bono or other volunteer program.
- (b) Contributed significant work toward developing innovative approaches to delivery of volunteer legal services.
- (c) Participated in an activity which resulted in satisfying previously unmet needs or in extending services to underserved segments of the population.
- (d) Successfully litigated pro bono cases that favorably affected the provision of other services to the poor.
- (e) Successfully achieved legislation that contributed substantially to the delivery of legal services to the poor.

Nomination Guidelines

The candidate will be judged based on the nomination provided by the nominator. Although the candidate may be accomplished, s/he may be unknown to the members of the selection committee. It is important to provide full detailed information to allow the Pro Bono Awards Selection Subcommittee the fullest opportunity to consider all nominees.

Nominee Information Form: A nomination form will be prepared and made widely available each year, soliciting substantially the following information.

1. Contact and Summary Information (required);

- Name, address and contact information of the nominee, including contact person if nominee is other than an individual (e.g., managing partners of a firm or the chair or president of an organization);
- Name or type of pro bono or volunteer program in which nominee participated;
- Name, address and contact information of nominator(s), including contact person if nominator(s) is(are) other than an individual (e.g., managing partners of a firm or the chair or president of an organization); and

- Relationship of nominator(s) to nominee.

2. Nominee's Background

This can be the nominee's résumé, if available. If not, a two- to three-page document that details the candidate's background and bar association activities will suffice. The background should also include the nominated individual or firm's number of years in practice, primary area of practice, educational background, civic and other public service affiliations and bar activities. It is helpful to include any supporting documents.

3. Nomination Narrative (required)

Explain how the nominee meets **one or more** of the criteria for the South Carolina Pro Bono Award. This section must contain specific information detailing the nature of the nominee's pro bono contribution. It can be for a single case or project or for an accumulation of assistance over a period of time. If possible, identify who has benefited from the service. This can include description of case(s); amount of time spent on case(s); and the significance this work may have not just to the individual client(s) but also to the community as a whole. It will assist the selection subcommittee if whenever possible, the nominator provides specific documentation or other materials that demonstrate the candidate's pro bono contribution, including news articles, brochures, hours spent and other documentation.

The nomination packet should include detailed information on actual work. This can include the particular case or issue worked on, how it impacts the client(s), delivery of service to the community or a particular group of clients. Outline when this work was performed, the amount of effort expended in the undertaking, and whether the case or work could have been undertaken without the nominee. All of this information will assist the selection subcommittee in its deliberations.

The nomination packet should include up to three names, telephone numbers, and email and regular mail addresses of others, who if asked, could provide support and information on the nominee.

4. Letters of Support (optional)

Letters of support from other individuals or organizations who are familiar with the candidate may be included. These may be from the same individuals that are provided in question number 3.

Deadline: The Bar must receive completed nomination forms no later than **February 14, 2014**.