



2010 Solo and Small Firm Awards

Program Summary & Application Instructions

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The ABA General Practice, Solo and Small Firm Division's awards program is underwritten by the generous support of West, a Thomson Reuters business.

- ❖ **Solo and Small Firm Lifetime Achievement Award:** Recognizes attorneys who have wide acceptance as having significant lifetime distinction as solo or small firm practitioners. It recognizes exceptional achievement by solo and small firm practitioners who are widely accepted by their peers as having consistently achieved distinction in an exemplary way. The winners will be viewed by other solo and small firm practitioners as epitomizing the ideals of the legal profession and of solo and small firm practitioners.

Who may apply?

Any lawyer who is a solo and small firm practitioner is eligible to submit an application for the Solo and Small Firm Lifetime Achievement Award.

Please submit the following information for the Solo and Small Firm Lifetime Achievement Award.

- **Front Page:** *The first page of your applications should indicate the award being applied for and the following information: Name, address, phone number, and email address of nominee. Name, address, phone number, and email address of person submitting application. (Self-nominations are encouraged.)*
 - **Nominee Summary:** *Please include a brief description of the nominee's qualifications and attached supportive documentation.*
 - **Letters of Support:** *You are encouraged to include up to three letters supporting your nominee's qualifications. (If submitting an online application you may either attach the letter in Microsoft Word, Word Perfect, or Adobe Acrobat or mail in the letters of support.)*
- ❖ **Solo and Small Firm Trainer Award:** Recognize attorneys who have made significant contributions to educating lawyers or law students regarding the opportunities and challenges of a solo and small firm practice.

Who may apply?

Those eligible would be practitioners, educators, law school programs, law students and other education programs/vehicles. Individuals, groups and entities are eligible for the Solo and Small Firm Trainer Award.

Please submit the following information for the **Solo and Small Firm Trainer Award**.

- **Front Page:** *The first page of your applications should indicate the award being applied for and the following information: Name, address, phone number, and email address of nominee. Name, address, phone number, and email address of person submitting application. (Self-nominations are encouraged.)*
- **Nominee Summary:** *Please include a brief description of the nominee's qualifications and attached supportive documentation.*
- **Letters of Support:** *You are encouraged to include up to three letters supporting your nominee's qualifications. (If submitting an online application you may either attach the letter in Microsoft Word, Word Perfect, or Adobe Acrobat or mail in the letters of support.)*

❖ **Solo and Small Firm Project Award:** *Designed to reward bar leaders and associations for their successful implementation of a project or program specifically targeted to solo and small firm lawyers.*

Who may apply?

Any national, state, local, women's, minority, or specialty bar association is eligible to submit an application for the **Solo and Small Firm Project Award**

Please submit the following information for the **Solo and Small Firm Project Award**.

- **Title Page:** *The first page of your application should be titled "Solo and Small Firm Project Award" and include the following information: name, address, phone number and email address of Nominee as well as the name, address phone number, and email address of person submitting application.*
- **Project Summary:** *Prepare a project summary which addresses the criteria listed below. If submitting via hard copy, the summary must be typed, double-spaced, and limited to 5 pages.*
- **The Issue or Opportunity:** *Describe the issue or opportunity that your program or project was designed to address. Provide information that will help the judges understand the audience you intended to reach. Include any unique problems in reaching this audience.*
- **Goals and Objectives:** *Describe the goals and objectives of your project. Explain why you decided on this course of action to address the issue/opportunity. Is this project innovative and unique in addressing this issue/opportunity?*
- **Budget:** *Provide information on the expenses and revenues for this project. Include source of funds. Also indicate the amount of your entity's annual budget.*
- **Implementation and Execution:** *Explain the nature and extent of your involvement and how you involved other entity members and staff (include specific numbers). Identify the participation*
- *of cosponsors. Describe any changes that were made at the execution stage that were not considered in the planning stage.*
- **Results and Evaluation:** *Describe how you measured the success of the project. Did you meet or exceed your goals? Indicate why or why not. If you do not have the results, save your entry for next year's awards.*

- **Project Samples:** *Include samples of the actual material- program brochures, publications, communication pieces, etc.- that you developed for your program or project.*

What are the benefits of receiving a 2010 ABA General Practice, Solo and Small Firm Award?

- You and a guest will receive two (2) complimentary tickets to the GP|Solo Division's Spring Meeting Awards Breakfast at the Wyndham Sugar Bay Resort & Spa in St. Thomas, USVI on **May 15, 2010**.
- A stylish award presented at the Spring Awards luncheon of the General Practice, Solo and Small Firm Division.
- A \$200 gift certificate for travel to the *Division's Spring Meeting*.
- A press release will be prepared by the Division, which can be used to publicize the award. We will send a press release to your state and local bar associations, local newspapers and law school. If there are any other individuals who should receive the press release please provide their contact information to Ms. Lee.
- West, a Thomson Reuters business, will award the winners with Westlaw's premium State online plan (State Gold PRO) free for one year or a \$4,000 annual credit toward the winner's customized Westlaw plan.

What is the deadline?

Applications must be submitted by email or postmarked no later than **February 26, 2010**.

How to apply?

Please read the instructions carefully and submit all necessary information. Incomplete applications will not be considered.

The following steps are required:

Complete the attached application and email the application and all necessary documents to genpractice@abanet.org. Otherwise you may fax to (312) 988-5711 or send by mail one original copy of the completed application along with all necessary documents. Application must be typed.

- **Step 1: Choose an award**
- **Step 2: Provide contact Information** for nominee and person submitting application. (Self-nominations are encouraged.)
- **Step 3: Nominee Summary:** Please include a brief description of the nominee's qualifications.
- **Step 4: Letters of Support:** You are encouraged to include up to three letters supporting your nominee's qualifications. (If submitting an online application you may either attach the letter in Microsoft Word or Adobe Acrobat or mail the letters of support to the Division.)
- **Step 5: Email, fax or mail or mail** the completed application and letters of support to the Division.

If you are choosing to send in hard copies of the application, please mail/fax to:

American Bar Association
General Practice, Solo and Small Firm Division
Attn: Awards Program
Dee Lee, Finance & Committees Coordinator
321 N. Clark Street
Chicago, IL 60654

*All applications become the property of the General Practice, Solo and Small Firm Division. The Division has the right to display your entry at any event.

Who pays for the shipping costs incurred?

Applicants are responsible for all shipping costs incurred in sending entries to the Division. We suggest that your application be sent by certified mail- return receipt requested.

How will I know my application has been received?

The General Practice, Solo and Small Firm Division will acknowledge receipt of your application within two weeks following its delivery to the Division.

When will the awards be distributed?

Awards will be presented at the Spring Meeting Awards Luncheon of the General Practice, Solo and Small Firm Division at the Wyndham Sugar Bay Resort & Spa in St. Thomas, USVI on May 15, 2010.

What is the judging process?

A panel of judges chosen by the Awards Committee will select and notify all winners by telephone by **March 15, 2010**. The judges may award more than one winner in a category. The judges' decisions shall be final.

What if I have additional questions?

Contact Dee Lee, GP|Solo Finance & Committees Coordinator at (312) 988-5648; fax (312) 988-5711 or via e-mail genpractice@abanet.org.