

# The Wig & Pen Prize 2010

## Guidance notes and nomination form

### Closing date – 15 October 2010

The Wig & Pen Prize provides an opportunity to give public recognition to the invaluable pro bono work undertaken by newly qualified solicitors.

Nominations are sought for individuals who have made a contribution to broadening access to justice in their communities and helping to ensure that the legal system is open to all.

Nominations can be made by you, your employer or the project you support. Please nominate anyone you think has been involved in a great pro bono project - whether large or small.

At the judges' discretion cash awards may be made to pro bono projects supported by nominated individuals.

### Criteria

The Wig & Pen Prize is open to solicitors up to five years qualified in September 2010 who practise in the catchment areas of either the City of London or City of Westminster and Holborn Law Societies.

### Nomination process

Please complete the nomination form below. Please also supply the following attachments:

- **Attachment 1:** Details about the entrant (maximum 150 words)
- **Attachment 2:** Information about the pro bono project and the entrant's contribution (maximum 500 words). Please note guidance below.

*Please submit a summary of the pro bono project undertaken and why the entrant should receive an award, for example, time spent on the project and whether it was during office hours; how the activity was undertaken; the impact of the activity on their clients and the local community; and whether the activity involved setting up a new or innovative project.*

*Examples of work undertaken in past years have included providing legal advice in law centres, setting up an advice service to support business start-ups or being part of a team representing a UK national facing the death penalty.*

- **Attachment 3:** Two letters of support  
*Please supply two letters of support from other individuals such as supervising solicitors, clients or project managers who have knowledge of the entrant's pro bono work during the relevant period.*

### Closing date and awards ceremony

The closing date for nominations is 15 October 2010. The presentation ceremony will be held on Tuesday, 9 November 2010.

# The Wig & Pen Prize 2010 Nomination Form

Name of entrant: .....

Address of entrant: .....

.....

E-mail address of entrant: .....

Telephone number of entrant: .....

Date of admission as a solicitor: .....

Referring to the guidance notes please provide the following documentation in support of the nomination.

- **Attachment 1: Entrant biography - maximum 150 words**
- **Attachment 2: Details of pro bono project and contribution - maximum 500 words**
- **Attachment 3: Two letters of support**

If this nomination is being submitted on behalf the entrant, please supply your contact details:

Name: .....

Address: .....

.....

E-mail: .....

Telephone No: .....

## **Closing date - 15 October 2010**

Please return to:

Mrs Elizabeth Thomas

City of London Law Society

4 College Hill, London EC4R 2RB

DX 98936 Cheapside 2

E-mail: [mail@citysolicitors.org.uk](mailto:mail@citysolicitors.org.uk)