



The City of London Law Society

## The Wig & Pen Prize 2018

The City of London Law Society is pleased to announce the launch of the 2018 Wig & Pen Prize, awarded for pro bono legal work by a recently qualified solicitor.

### Guidance Notes and Nomination Form

#### Closing date – Friday 12<sup>th</sup> October 2018

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

In particular, the judges will take into account:

- (a) the length of time involved in giving free legal advice or representation to people who have otherwise failed to obtain access to justice;
- (b) the candidate's involvement in setting up new or innovative projects providing free legal services to people who would otherwise fail to obtain access to justice;
- (c) the significance of the candidate's service to their clients and their community; and
- (d) an indication of the time spent on the project, to include a breakdown between the time spent during normal office hours and the time spent outside of normal office hours.

Copies of this application pack are also available at [www.citysolicitors.org.uk](http://www.citysolicitors.org.uk) and the closing date for applications is Friday 12th October 2018.

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

Senior representatives from the City of London Law Society will review the nominations and select the overall winner who will receive a monetary award for the pro bono project they support. The winner also holds the prestigious Wig & Pen Trophy for one year.

#### Criteria

The Wig & Pen Prize is open to solicitors up to five years qualified in September 2018 who practise within the catchment area of the City of London Law Society.

## **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 details about the entrant's personal 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 the past have included providing legal advice in law centres, setting up an advice service to support business start-ups, being part of a team representing a UK national facing the death penalty, representing victims of human trafficking, providing a free legal assistance facility for the Government of Sierra Leone and representation of individuals through the International Refugee Assistance Programme.*

- **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.*

## **Closing date and Award ceremony**

The closing date for nominations is Friday 12<sup>th</sup> October 2018.

The winner will be notified by Friday 26<sup>th</sup> October 2018 and it is proposed that the Prize will be presented at an evening event on Monday 5<sup>th</sup> November 2018.

# The Wig & Pen Prize 2018 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 – Friday 12<sup>th</sup> October 2018**

**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)