

How to Enter

To ensure that all reports can be passed on to the members of the judging panel for pre-judging please could you ensure the following:

- Each report must be in the form of a typed submission (word document) of up to 1,000 words.
- There is no official entry form required with your report, but each report submitted must contain the following information at the top of the first sheet: Category name, name of the entering company/individual and full contact details of the submitting person.
- There is no fee for entering reports.

Submitting your Report

- Entries should be made online at www.thelawawards.com.
- 'Register' at www.thelawawards.com and set up an account. If you have already set up an account you can 'sign in' with your username and password.
- Browse the categories to decide which ones you would like to enter. You may enter as many categories as you feel appropriate.
- Go to the 'submit' page and follow the onscreen instructions to upload your entry.
- Your report must be in word or PDF format only.
- Please upload your firm's logo. This must be in Jpeg format.
- If you wish to provide an additional image e.g. headshot of an individual or team photo you may do so in the box provided.
- You may, if you wish, support the statements made in your report with the relevant additional material. If you wish to provide this in physical format you may post to Kimberley Baran, Law Awards of Scotland, 4th Floor, Mercat Building, 26 Gallowgate, Glasgow, G1 5AB.
- If you are having any problems uploading your report online please contact us at the details below.

Entry Deadline

All reports must be submitted by the deadline of **5.30pm on Friday 10th June**. Please note: entries submitted after this date may not be accepted.

Conditions of Entry

- All information contained within the reports will be treated as confidential by the Law Awards of Scotland and the judging panel.
- The judging panel will pre-judge your entries online prior to the official judging session so they can familiarise themselves fully with all the submitted reports.
- The results will be announced at a gala awards ceremony in the Hilton Hotel, Glasgow on Thursday 8th September. Winners will receive a Law Awards of Scotland trophy.
- Full coverage of the winners will be published in The Firm.

Contact Details

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Category Judging Criteria

In each category of the Law Awards of Scotland 2011, judges will be looking for evidence of the following:



1. Law Firm of the Year

Under 50 fee earners

Over 50 fee earners

1. Strategic vision for taking the firm forward
2. Evidence of improved financial performance and growth
3. Excellence in chosen fields of expertise with examples
4. Commitment to staff development
5. Please state how many fee earners you have

2. Solicitor of the Year

1. Legal skills and ability in delivering legal services
2. Innovative approaches to meeting client's demands
3. Professional achievements in the past 12 months

3. Managing Partner of the Year

1. Leadership skills
2. Consistent strategy
3. Financial impact on the bottom line
4. Commitment to staff development
5. Innovations or changes in firm structure/management

4. Paralegal of the Year

1. A demonstration of how the nominee gives added value to the firm's clients
2. A professional approach to legal services
3. Examples of innovations
4. Impact on bottom line of their department/team

5. Criminal Law Firm of the Year

1. Evidence of strong performance in the criminal law area
2. Innovations in delivery of criminal legal services
3. Major achievements from the past 12 months
4. Significant hires or promotions

6. In-house Lawyer/Legal Team of the Year

1. How the lawyer has made the legal process key within their organisation.
2. How the individual has impacted on the legal team's delivery of legal services.
3. Professional achievements from the past 12 months
4. Examples of innovative delivery of legal services

7. Corporate Lawyer of the Year

1. Leadership in the corporate law arena
2. Innovations in delivery of corporate legal services
3. Examples of significant deals and transactions
4. Professional achievements from the past 12 months.

8. Criminal Lawyer of the Year

1. Legal skills and ability in delivering criminal legal services
2. Innovative approaches to meeting client's demands
3. Professional achievements in the past 12 months

9. Up & Coming Lawyer of the Year

1. Achievements from the past 12 months
2. Individual's impact within their team/department
3. Commitment to delivering innovative legal services
4. Commitment to developing personal business skills within firm

10. Trainee of the Year

1. Impact trainee has had within their team/departments
2. Details of involvement in team's business
3. Examples of when nominee has made a positive impact
4. Individuals strengths and recognised areas for development

11. Family Law Firm of the Year

1. Strong financial performance in the area of family law
2. Examples of innovative delivery of legal services
3. How success in this area has impacted on the bottom line of the firm
4. Significant hires/promotions

12. Private Client Firm of the Year

1. Strong financial performance in the area of private client
2. Examples of innovative delivery of legal services
3. How success in this area has impacted on the bottom line of the firm
4. Significant hires/promotions

13. Up and Coming Law Firm of the Year

1. Financial growth in the past 12 months
2. Development of the firm's structure/management
3. Innovations in the delivery of legal services
4. Significant lateral hires/promotions
5. New developments within the firm in the last year

14. Employment Firm of the Year

1. The team's work over the last 12 months
2. Innovations in delivery of services
3. Details of transaction/cases
4. Significant lateral hires/promotions

15. Commercial Property Firm of the Year

1. Innovations in delivery of legal services
2. Details of significant deals/transactions
3. Significant lateral hires/promotions
4. Commercial property team's impact on firms bottom line

16. Litigation Firm of the Year

1. Details of significant cases and examples of excellence in legal practice
2. Impact of litigation team's performance on firm's bottom line
3. Details of team structure
4. Significant lateral hires/promotions

17. Corporate Law Firm of the Year

1. Details of significant deals and examples of excellence in legal practice
2. Impact of corporate team's performance on firm's bottom line
3. Details of team structure
4. Significant lateral hires/promotions
5. Innovations in delivery of legal services

18. Conveyancing Firm of the Year

1. Innovations in delivery of conveyancing and residential property services
2. Any significant lateral hires/promotions
3. Increase in revenue growth from the supply of conveyancing services
4. Details of any significant deals in the past 12 months

19. IP Lawyer of the Year

1. Evidence of strong performance in IP Law
2. Innovative approaches to meeting clients' demands
3. Professional achievements in the past 12 months

20. Marketing Team of the Year

1. Evidence of clear, well thought out strategy/strategies.
2. Evidence of research on which strategy has been based.
3. Details of marketing activity undertaken.
4. Results and evaluation of the marketing activity, including qualitative and quantitative research.

21. CSR Firm of the Year

1. Clear and concise demonstration of your firm's CSR strategy, how this involves members of your law firm and what activities it involves.
2. Details on your firm's financial investment in your CSR strategy.
3. Details of the tangible benefits to both the firm and the external parties involved in your strategy.
4. Evidence and results that show your firm's investment has had a beneficial effect.
5. Client and staff statements on the value of your activity.