

## **Eligibility Criteria for Harris County Bench Bar Pro Bono Awards**

A committee of Harris County judges and attorneys will select the award recipients. **The awards will be presented by the judiciary at a special luncheon on May 8, 2019 at the 1910 Courthouse.** A lunch reception will follow.

Awards will be given in the following categories:

- Large Firm (100+)
- Mid-size Firm (20-100)
- Small Firm (1-20)
- Corporate Law Department
- Individual, an award for overall outstanding pro bono work by an individual, whether part of a firm, corporation or solo practice.

Attorneys and firms become eligible through a self-nominating process or someone may nominate a firm or individual. Attorneys/firms must submit a log of their pro bono service during the calendar year 2018 to the Houston Bar Association by **March 22, 2019**. Eligibility criteria include:

- The attorney or firm attorneys must be licensed by and in good standing with the State Bar of Texas. The attorney must primarily practice in Harris County or surrounding counties.
- The law firm submissions must be based on pro bono work performed through the office based in Harris County or surrounding counties.
- The attorney must not be employed by an organization that has as its primary purpose the provision of legal services to low-income residents.
- The attorney must have provided direct pro bono legal services without any compensation for fees, expenses or otherwise.
- In reviewing award nominees, the judges will consider the number of clients directly receiving legal services, the complexity of the legal work provided, and the number of pro bono hours provided in the year specified on the nomination form. Please include information on all categories listed on the nomination form.
- The pro bono work may be performed through any recognized legal services provider or it may be direct legal representation on behalf of any non-profit organization that provides services to the community. Please do not include work performed for a public entity, such as a government or municipal office.

For more information on the Harris County Judicial Pro Bono Awards, contact Tara Shockley, at 713-759-1133. Submit nominations by email at [taras@hba.org](mailto:taras@hba.org) or send to the HBA office, 1111 Bagby, FLB 200, Houston, TX 77002.

### **MATERIALS TO BE SUBMITTED:**

1. Cover letter from the firm
2. A summary of the firm's work for the year 2018, not to exceed two pages
3. The nomination form, including the number of pro bono hours the firm spent on the projects described in the summary, the number of attorneys in the firm performing pro bono work during the specified year, the number of attorneys in the firm, and a total number of pro bono hours.