



2021 “PARALEGAL OF THE YEAR”

CALL FOR NOMINATIONS

REQUIREMENTS

The “Paralegal of the Year” program was created to honor an outstanding paralegal from the San Antonio area based on the following requirements:

1. Paralegal **MUST** be a current voting member of SAPA or PD District 5;
2. Paralegal **MUST** have at least five (5) years of legal experience; and
3. Paralegal **MUST** be in good standing.

QUALIFICATIONS

Nominee should have a demonstrated ability of the following qualifications:

1. Legal community activities;
2. General legal work experience;
3. Involvement in legal professional organizations;
4. Professional and volunteer awards, appointments, offices, etc.; and
5. Any other applicable activity of honor.

NOMINATION PROCESS

Use attached Nomination Form, which can also be found at <https://saparalegal.org> and:

1. Nomination Form **MUST** include a letter of recommendation (two pages approx.) of why Nominee should be selected and describe their legal work experience, community activities, involvement in legal professional organizations, professional and volunteer awards, or any other qualifying information to be presented to the Selection Panel; and
2. Submit a completed Nomination Form with letter of recommendation by close of business on **Monday, September 27, 2021** to: kshiple@languelbanack.com.

Selection Panel - A committee comprised of a three (3) person panel will consider the requirements and qualifications in making its determination for selection of “Paralegal of the Year” on a point value system.

The “Paralegal of the Year” recipient will be announced at the San Antonio Paralegal Day Celebration Luncheon on **Friday, October 22, 2021**.

NOMINATION FORM 2021 "PARALEGAL OF THE YEAR"

NOMINEE NAME: _____

EMPLOYER: _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

LETTER OF RECOMMENDATION REQUIRED: Please attach a letter of recommendation (two pages approx.) describing how the Nominee has fulfilled the requirements and qualifications. Include in the recommendation letter the Nominee's legal work experience, community activities, professional and volunteer awards, and any other qualifying information. The recommendation letter will be presented to the Selection Panel for consideration.

NOTE - All information regarding the identity (name, address, phone number, and email address) of the Nominee should be listed on this form or at the TOP of the recommendation letter only. **DO NOT** put the Nominee's name in the body of the recommendation letter.

Submit To: Paralegal of the Year Committee
kshiple@langlebanack.com

NOMINATION DEADLINE IS MONDAY, SEPTEMBER 27, 2021

**NOMINATIONS SUBMITTED WITHOUT THE
REQUIRED LETTER OF RECOMMENDATION
WILL NOT BE CONSIDERED.**

