

2024 “PARALEGAL OF THE YEAR” **CALL FOR NOMINATIONS**

REQUIREMENTS

The “Paralegal of the Year” award was created to honor an outstanding paralegal from Michigan based on the following requirements:

1. Paralegal **MUST** be a currently working as a paralegal;
2. Paralegal **MUST** have at least five (5) years of legal experience; and
3. Be a member of the Paralegal/Legal Assistant Section.

QUALIFICATIONS

Nominee should have a demonstrated ability of the following qualifications:

1. Provide substantive legal work delegated by an attorney;
2. Involvement in legal professional organizations;
3. Professional and volunteer awards, appointments, offices, etc.; and
4. Any other charitable, and community service works.

NOMINATION PROCESS

Use attached Nomination Form, which can also be found at <https://connect.michbar.org/paralegal/poy> and:

1. Nomination Form **MUST** include a letter of recommendation (one page 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 charitable, and community service works to be presented to the Selection Panel;
2. Submit a completed Nomination Form with letter of recommendation by close of business by **March 29, 2024** to: melvenna@hotmail.com; and
3. Top 5 finalists will be announced on **April 19, 2024**.

Selection Panel - A committee comprised of a two (2) 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 **Day of Education**.

NOMINATION FORM **2024 “PARALEGAL OF THE YEAR”**

NOMINEE NAME: _____

EMPLOYER: _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

LETTER OF RECOMMENDATION REQUIRED: Please attach a letter of recommendation (one page approx.) describing how the Nominee has fulfilled the **REQUIREMENTS** and **QUALIFICATIONS** sections on page 1. Include in the recommendation letter the Nominee’s legal work experience, how many years the paralegal has worked for the employer in the capacity of paralegal, community activities, involvement in legal professional organizations, professional and volunteer awards, and any other charitable and community service works. 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.

Submit To: Paralegal of the Year Committee: melvenna@hotmail.com.

NOMINATION DEADLINE IS
MARCH 29, 2024.

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

SBM STATE BAR OF MICHIGAN
PARALEGAL/LEGAL ASSISTANT SECTION