

# Federal Bar Association

Raising the Bar to New Heights



2007 Awards Program

# **The 2007 Earl W. Kintner Award for Distinguished Service**

The Earl W. Kintner Award for Distinguished Service is presented annually to an FBA member who has displayed outstanding achievement, distinguished leadership, and participation in the activities of the association's chapters, sections, and divisions throughout the nation. The award is named in honor of the late national President Earl W. Kintner, whose own high level of dedicated service will always serve as a goal of excellence.

Plan now to submit an entry for the 2007 Earl W. Kintner Award for Distinguished Service. This prestigious award honors the former national president whose two terms (1956-57 and 1958-59) and continued service to the association and its affiliated organizations (president of the Foundation of the FBA and the Federal Bar Building Corporation) serve as a high standard of dedicated service.

## **ELIGIBILITY**

Any member of the association who has been in good standing for at least three consecutive years at the time of nomination is eligible with the following conditions and exceptions:

- Sustained, general accomplishment over a period of time that includes at least three years immediately prior to the nomination.
- Specific accomplishment that results in a significant contribution. If the nomination is offered on the basis of a specific accomplishment, the nominee must have served in such a capacity during the prior year.
- The accomplishment(s) must reflect exceptional leadership and activity management enhancing the goals of the association in one or more of the following areas:
  - understanding and development of federal law
  - community or public service
  - administration of justice
  - welfare of federal attorneys
  - organizational management and leadership qualities effectively motivating and utilizing voluntary efforts of members

If the nomination is offered on the basis of general accomplishments, the nominee must have served at least three years immediately prior to the nomination in the individual chapter, section, or division through which leadership was provided.

Current and former nationally elected officers, including vice presidents for the circuits, are ineligible until three years after their last term of service. Current section and division chairs are also ineligible.

## **DEADLINE FOR ENTRIES AND PRESENTATION OF AWARD**

**The deadline for receipt of nominations for the 2007 Award is July 13, 2007.** The award will be presented at the Presidential Installation Banquet during the 2007 Annual Meeting and Convention in Atlanta, GA. If the recipient is unable to attend the banquet, a representative may be designated to accept the award. Please contact the Federal Bar Association at (703) 682-7000 if you have any questions.

# 2007 Earl W. Kintner Award for Distinguished Service Application

The written description of each nominee's accomplishments must be submitted by any member or jointly by more than one member in the following format. Entries which depart from the prescribed format may be disqualified.

## **A. Title Page**

This page may be on chapter, section, or division stationery or on plain paper, and must include the name and address of the member nominated, the name of the chapter, section or division in which the nominee served with the dates of such service as related to the description of the accomplishments, and the name or names of the member or members submitting the nomination with appropriate indication of their affiliation with the chapter, section, or division of the nominee accompanied by their signatures.

## **B. Text**

The entry may not exceed three sheets and must include:

1. Description of the circumstances or situation leading to the general or specific accomplishments, the reasons or purpose behind them, and the objectives.
2. The plan of action as drawn by the nominee.
3. How the plan was implemented.
4. The extent to which the plan objectives were accomplished.
5. Incidental observations and comments (e.g., costs, obstacles).

## **C. Mechanics**

The following rules must be observed in the preparation of the nomination:

1. Seven (7) copies of the entry must be furnished on standard 8 1/2" X 11" white paper.
2. Entries must be typed double-spaced, using one side of the paper only.
3. Margins must be at least one inch on each side.
4. Exhibits are not required, but if they are relevant to the entry, only one set should be submitted and accompanied by seven copies of a one-page summary of contents.
5. The mailed package must be marked "Earl W. Kintner Award" and sent to the Federal Bar Association, 2011 Crystal Drive, Ste 400, Arlington, VA 22202.
6. Cover letters or letters of support for the nomination will not be transmitted to the members of the Award Committee.

# 2007 Elaine R. “Boots” Fisher Award

## **Purpose of the Award**

Elaine R. “Boots” Fisher was the wife of former National and Northern District of Ohio Chapter President Stanley M. Fisher. Sadly, in 1989 “Boots” Fisher succumbed to illness. The Elaine R. “Boots” Fisher Award is presented as a memorial to the outstanding and unselfish contributions made by “Boots” Fisher to improve the quality of life and opportunities of all persons. She gave of herself willingly to help others to overcome adversity.

The award is intended to stimulate, encourage and recognize exemplary community, public and charitable service by members of the Federal Bar Association. The charitable contribution made in the name of the recipient reflects the essence of the person in whose honor this award is established.

## **Basis of the Award**

The Award Committee shall use the following criteria in selecting the annual recipient:

- Continuous general or specific contributions to community, charitable or public service;
- Specific accomplishment(s) for which the nominee is primarily responsible which serve to enhance, promote and encourage community, charitable and/or public service;
- Specific personal achievements of the nominee which serve to provide inspiration and hope to others.

## **Nature of the Award**

The recipient will receive a suitable acknowledgement of the award and the recipient’s name shall be inscribed on a permanent plaque displayed at the National Headquarters of the Federal Bar Association. Additionally a cash contribution in the amount of \$500 will be made in the recipient’s name to a charity selected by the recipient. The charity selected must meet the requirements of Section 501(c)(3) of the Internal Revenue Code and contributions to charitable organizations which promote the provision of legal services and the administration of justice are encouraged but not required.

## **DEADLINE FOR ENTRIES AND PRESENTATION OF AWARD**

**The deadline for receipt of nominations for the 2007 Award is July 13, 2007.** The award will be presented at the Presidential Installation Banquet during the 2007 Annual Meeting and Convention in Atlanta, GA. If the recipient is unable to attend the banquet, a representative may be designated to accept the award. Please contact the Federal Bar Association at (703) 682-7000 if you have any questions.

# 2007 Elaine R. “Boots” Fisher Award Application

## **I. Eligibility**

Any member of the Federal Bar Association who has been in good standing for at least two years at the time of nomination is eligible. There is no exclusion for officers, directors or staff of the Federal Bar Association except, only, if a member of the Award Committee is nominated, said member shall resign from the committee and the National President shall select an alternate member from the National Board of Directors to fill the vacancy and the nominee shall thereafter receive full consideration for the award.

## **II. Entry Procedure**

The written description of each nominee’s contributions must be submitted in the following format:

A. Cover Sheet. This page shall include the name, address and Chapter affiliation of the nominee together with the name(s), address(es) and Chapter affiliation(s) of the member(s) or Chapter submitting the nomination. The cover sheets shall included the signature(s) of the member(s) submitting the nomination, or, in the case of nomination by a Chapter, the signature and title of the person authorized by the Board of Directors of the submitting Chapter to submit such nomination.

B. Text. The entry should not exceed three (3) pages and in no event shall the entry exceed five (5) pages excluding the cover sheet. The entry must include:

(1) A description of the community service, charitable service, or public service performed by the nominee; and

(2) A description of the specific or general accomplishments of the nominee in relation to the community, charitable and/or public service performed.

C. Mechanics. The following procedures shall be employed in the preparation and submission of nominations.

(1) An original and five (5) copies of the entry must be submitted on standard 8.5” x 11” paper;

(2) Entries must be typed, or printed, double spaced using one side of the paper only;

(3) Margins should be at least one inch on each side;

(4) Entries may, but are not required to, be bound in booklet form;

(5) Exhibits are not required, but if they are deemed relevant to the entry, the original exhibits shall be attached to the original of the entry and copies of the exhibit(s) shall be attached to the five (5) copies submitted;

(6) All entries must be submitted by July 13, 2007 and shall be marked "Elaine R. 'Boots' Fisher Award" and sent to the Federal Bar Association, 2011 Crystal Drive, Ste 400, Arlington, VA 22202

## 2007 Younger Federal Lawyer Awards

### **Purpose of the Awards Program**

The primary goal of this program is to encourage younger federal lawyers throughout the nation and overseas to attain high standards of professional achievement and to accord public recognition for outstanding performance.

### **Basis of Awards**

The following criteria are suggested for the guidance of the judges in selecting nominees. They are not intended to be all-inclusive, nor is the absence of any deemed to be a disqualifying factor:

- **Professional Achievements.** A nominee may be qualified by outstanding legal ability and performance over a sustained period, or because of a specific accomplishment for which he or she is primarily responsible. Regardless of whether the achievements are of a general or a specific nature, they should have resulted in a significant benefit to the federal government and the legal profession and contributed to the development of public law.
- **Professional and Community Responsibilities.** A nominee may also be qualified because of a significant contribution to the legal profession and/or community not necessarily required by the nominee's government position.

### **Eligibility Requirements**

Any civilian or military attorney who is employed by the U.S. government shall be eligible to receive an award except that:

- No nominee will be considered if he or she has reached or will reach the age of 36 before September 7, 2007;
- No nominee will be considered if, at the time the award is presented, he or she has served with the government as an attorney less than three continuous years;
- No nominee will be considered for an award if the services constituting the primary basis for his or her nomination were required because of a political consideration; and
- All national officers and members of the Younger Lawyers Division Board of Directors are ineligible to receive an award.

### **Nominations**

All nominations must be received on or before July 27, 2007, and must conform to each of the following requirements:

- The nomination shall be typewritten or reproduced on standard 8 1/2" x 11" sheets, double-spaced. Seven copies of the nomination (no carbon copies) shall be submitted. Exhibits are not to be attached.
- The nominations must have a cover letter which includes contact information (phone number, facsimile number and mailing address) for the nominee.

- The first paragraph shall state the following: 1) the name, date of birth, and official business address of the nominee; 2) the total number of years during which he or she served in the U.S. government; and 3) the departments or agencies in which he or she served or is presently serving.
- The following paragraphs of the nomination shall develop and expand on the substantive reasons why the nominee is believed to qualify. Specificity is extremely important.
- The nomination shall not exceed five pages in length. Cover letters are not included in this length and will not be transmitted to the panel of judges. No nomination which exceeds five, double-spaced, 8 1/2" x 11" pages will be sent to the judges for consideration.
- Nominations will require the signatures of any three federal attorneys or officials (civilian or military). Nominators' signatures and their official addresses shall be placed on the last page of the nomination.

All nominations should be sent to: Younger Federal Lawyer Awards Committee, Federal Bar Association, 2011 Crystal Drive, Ste 400, Arlington, VA 22202. **Remember to submit all nominations on or before July 27, 2007.** For further information, contact the Federal Bar Association at (703) 682-7000.

Awards will be presented to the five winners during the 2007 Annual Meeting and Convention in Atlanta, GA. The winners will be contacted directly.

## 2007 Ilene and Michael Shaw Public Service Award

Made possible by the generous contributions of Ilene and Michael Shaw, the Federal Bar Association each year seeks to recognize the many public service programs sponsored by FBA chapters nationwide. Designed to assist and encourage members in providing service to their communities, the Ilene and Michael Shaw Public Service Award not only gives needed funds to continue such worthwhile efforts, but also provides seed money to plan and implement public service programs. When applying for these grants, chapters should consider or take into account the following:

- The initial project shall be implemented for FY2008 and can be extended to FY2009.
- Chapters are urged to appoint an Awards Project Chair for a minimum two-year term to ensure continuity.
- Preferably, the project should have a nexus with the administration of justice and the federal courts.
- A follow-up report will be required from chapters granted the awards regarding how the award money was used and the success of the program.
- The grant will be based on the chapter's ability to implement the project by securing matching and/or continuing funds in the event they receive the grant.
- Applicants and awardees will be eligible to apply again the following year for continuing funds if they successfully initiate a program in FY2008.

The Ilene and Michael Shaw Public Service Award will be presented at the Presidential Installation Banquet, during the 2007 Annual Meeting and Convention in Atlanta, GA, as well as in The Federal Lawyer.

Chapters are encouraged to submit innovative programs and projects for consideration because each year the committee will select a model project for future years. In an effort to stimulate similar programs, the project documentation is available to other chapters upon request from FBA headquarters.

**The deadline for nominations is June 23, 2006.**

Please send five copies of your completed application to:  
Federal Bar Association  
Attn: Shaw Award  
2011 Crystal Drive, Ste 400  
Arlington, VA 22202

For more information please contact the FBA at (703 682-7000).

# 2007 Ilene and Michael Shaw Public Service Award Application

Please complete this form and attach additional sheets. Send 5 copies of your completed application to: Federal Bar Association, Attn: Shaw Award, 2011 Crystal Drive, Ste 400, Arlington, VA 22202. **The deadline for nominations is July 13, 2007.**

Chapter Number of Members

Name of Submitting Officer

Address

City/State/Zip

Daytime phone

Signature

1. What is the title of the project or program for which the award is requested?
2. When is the project to be implemented?
3. Indicate names of the project or program chair(s) and others that will play a leading role in the implementation.
4. How many hours have chapter members already contributed to the program?
5. How many hours do chapter members plan to contribute to the program in the first year? In the second year?

Please answer the following questions on a separate 8 1/2" x 11" sheet of paper and attach to this form. You may use as many sheets of paper as you wish.

6. Please describe in detail the project or program for which the award is requested.
7. How does the program or project interrelate with the administration of justice and the federal courts?
8. What is the chapter's annual budget?
9. What is the budget for the program or project submitted?
10. What plans does the chapter have for maintaining and continuing development of the program or project over the next year?

## **2007 Ilene and Michael Shaw Younger Lawyer Public Service Grant**

The Ilene and Michael Shaw Younger Lawyer Public Service Grant enables chapters to provide service to the public through the development and implementation of public service projects and pro bono law-related services. In order to encourage an increased and continued commitment to public service responsibility by young lawyers, these projects should be administered under the auspices of a chapter Younger Lawyers Committee. Younger lawyers are those under the age of 36 or those admitted to practice less than three years.

One chapter will be selected to receive a \$2,500 grant. All chapters are encouraged to apply, even if they do not presently have a Younger Lawyers Committee. However, chapters without existing Younger Lawyers Committees will be required to establish one in order to administer the grant.

Applications and proposals will be evaluated on a number of factors, including, but not limited to:

- Viability and potential value of the service to the affected community;
- Likelihood that the service will promote increased young lawyer commitment;
- Chapter need for grant funds to cover start-up or expansion costs;
- Size and location of chapter;
- Likelihood that the project may become ongoing in nature;
- Whether or not similar projects are currently being provided by other bar associations within geographic proximity of the chapter.

A panel of judges will evaluate the applications and proposals and select the recipient chapter. Applicants will be notified of the panel's decision during the Presidential Installation Banquet at the 2007 Annual Meeting and Convention in Atlanta, GA. Projects will be monitored by the national FBA Younger Lawyers Division. The winning chapter will be required to provide a report on project progress at the 2007 National Council Midyear Meeting. There is no limitation to the number of applications a chapter can submit; each application constitutes a proposal for a specific project.

**The deadline for nominations is July 13, 2007.**

Please send five copies of your completed application to:  
Federal Bar Association  
Attn: YLD Shaw Grant  
2011 Crystal Drive, Ste 400  
Arlington, VA 22202

For more information please contact the FBA at (703) 682-7000.

## **2007 Ilene and Michael Shaw Younger Lawyer Public Service Grant Application**

Please complete this form and attach additional sheets. Send 5 copies of your completed application and proposal to: Federal Bar Association, Attn: YLD Shaw Grant, 2011 Crystal Drive, Ste 400, Arlington, VA 22202. **The deadline for nominations is July 13, 2007.**

Chapter Number of Members

Name of Project Officer

Name of Submitting Officer

Address

City/State/Zip

Daytime phone

Signature

1. What is the title of the project or program for which the grant is requested?
  
2. Please describe the project that your chapter wishes to initiate or expand
  
3. Does your chapter intend the project to be a one-time project or one to be ongoing in your chapter?  
One-time          Ongoing
  
4. Is the project director a "younger lawyer"?          Yes          No
  
5. Does your chapter currently have a Younger Lawyers Committee in place?          Yes          No  
If no, will your chapter agree to establish a committee on or before October 1, 2007?          Yes          No
  
6. Attach a proposal addressing each of the following:
  - A. How your chapter's project will meet the goals of providing service to the public and encouraging increased and continued commitment to public service by your chapter's younger lawyers.
  - B. Describe the project objectives in detail and how the project will achieve those objectives. Explain how the project fits into your chapter's organizational structure and how you plan to evaluate the project's effectiveness.
  - C. State whether community endorsement, approval, support, or involvement has been secured.
  - D. If the activities of other bar associations in your vicinity have been surveyed regarding similar projects, what were the results.
  - E. If other funding has been secured to implement the project, describe the secured amount.

# 2007 Chapter Activity Awards

All FBA chapters should complete the application for the 2006 Chapter Activity Awards. Awards will be given based on the following categories:

Group I	—	more than 300 members
Group II	—	100–299 members
Group III	—	50–99 members
Group IV	—	fewer than 50 members

There are two levels of recognition that will be awarded: Presidential Achievement Awards and Presidential Excellence Awards. Awards will cover the operations and achievements of FBA chapters for the past award year (Oct. 1, 2006–Sept. 30, 2007). Please limit your responses to activities that occurred during this time. Applications should be completed and returned by July 13, 2007. A copy of the award application and all attachments should be sent to the Federal Bar Association.

Chapter Name

Chapter Number

I certify that the activities described herein are correct.

Name (please print)

Signature

Chapter Position

Telephone Number

E-mail Address

Date

# 2007 Chapter Activity Awards Application

**Please complete your application for the Chapter Activity Award and send the completed form and a copy of all attachments by July 13, 2007,** to the Federal Bar Association, Chapter Activity Award, 2011 Crystal Drive, Ste 400, Arlington, VA 22202.

## Administration

Did your chapter maintain a current set of bylaws?      Yes      No (please attach)

Does your chapter conduct an election of officers?      Yes      No

Date of election

Date officers begin term

Did your chapter hold regular board and/or officer meetings?      Monthly      Bimonthly  
Please describe. Example: Board meeting on the third Monday of the month      Quarterly      Semiannual  
Other

Please provide the names of those who attended the FBA National Council's Midyear and Annual Meetings.

Attended the 2006 FBA Annual Meeting and Convention in Las Vegas, NV.

Attended the 2007 Midyear Meeting in Washington, D.C.

Did your chapter president-elect attend the FBA Chapter Leadership Training Program?      Yes      No

Name

If no, reason?

Does your chapter have a Younger Lawyer Representative?      Yes      No

Does he/she serve on your chapter's governing body?      Yes      No

Describe your chapter's Younger Lawyer activities.

## Membership

Does your chapter maintain a membership committee and/or membership chair?      Yes      No

Name of Membership Chair

Describe the activities of the committee and/or chair.

Describe the chapter's new member welcome strategy.

Describe the chapter's member retention strategy.

### **Programming**

Did the chapter hold CLE programs?    Yes    No  
Frequency    Monthly    Bimonthly    Quarterly    Semiannual    Other

Please describe below. Example: monthly CLE luncheon

Did the chapter hold social events? Yes No  
Frequency    Semiannual    Quarterly    Bimonthly    Monthly    Other

Please describe below. Example: holiday reception

Please describe the event(s) held that included and/or focused on judicial participation.

Please describe activities of the chapter or its members in your community.

Has the chapter submitted issues to the FBA Government Relations Committee for the FBA Issues Agenda and/or discussed the FBA Issues Agenda and positions with your members or local judiciary?  
Please list submissions below.    Yes    No

### **Member Outreach**

Did the chapter publish a newsletter?    Yes    No  
Frequency    Semiannual    Quarterly    Bimonthly    Monthly    Other

Other than a newsletter, how did the chapter regularly communicate with members? Example: informational mailings or e-mails to chapter members

Did the chapter submit information and photos about chapter activities and events to The Federal Lawyer for the Chapter Exchange Section?    Yes    No

Please describe

Did the chapter post chapter activities on the FBA Web site [www.fedbar.org](http://www.fedbar.org)?      Yes   No

Please describe

Does the chapter have a Web page on the FBA Web site?      Yes   No

If yes, how often is the page updated?

# 2007 Newsletter Recognition Awards

Do not pass up this opportunity to let your newsletter be recognized. All chapters, sections, or divisions that publish at least two newsletters per fiscal year are eligible to submit their newsletter for a recognition award. Judges will focus on overall sustained quality of the publication and will emphasize apparent service to the members. Content, creativity, and the layout/design of the newsletter are also relevant factors. Award recipients will be recognized at the Awards Luncheon held during the FBA Annual Meeting and Convention in Atlanta, GA. To enter, complete this form, include at least two issues of the newsletter (six copies of each), and mail to: 2007 Newsletter Competition, Federal Bar Association, 2011 Crystal Drive, Ste 400, Arlington, VA 22202. For more information, please contact Anne Daugherty at [adaugherty@fedbar.org](mailto:adaugherty@fedbar.org) **DEADLINE for entries is July 13, 2007**

Chapter, Section, or Division

Category: Chapter Group I — Over 300 members  
Chapter Group III — 50 — 99 members  
Section or Division Group

Chapter Group II — 100 — 299 members  
Chapter Group IV — Under 50 members

Name of newsletter

Chapter, Section, or Division Mailing address

Chapter President or S/D Chair

Daytime phone E-mail address

Newsletter Editor

Daytime phone E-mail address

Newsletter Frequency quarterly monthly bimonthly \_\_\_\_\_ times a year

How is the newsletter produced?

- Member uses template from national
- Member uses word processing program for layout
- Member uses desktop publishing program for layout
- Member uses Web page publishing program for layout
- Professionally (graphic designer) or by FBA staff
- Other

How is the newsletter printed?

- Photocopied (law office/quick copy shop)
- Professional printing press
- Electronic copy e-mailed or posted on the Web
- Other

Does the newsletter include a message from the chapter president or section/division chair? Yes No

Does the newsletter contain announcements for upcoming events? Yes No

Does the newsletter contain stories about CLE or social activities? Yes No

Does the newsletter include substantive law articles or profiles of judges? Yes No

Frequency

Every Issue

Every Other Issue

Other

Please list article titles or names of judges profiled below.

Does the newsletter include a section for either court or agency information? Yes No

Example: Clerk of Court Column or General Counsel Column

Does the newsletter contain some type of discussion (e.g., an article or summary paragraphs) of recent cases of interest? Yes No

Does the newsletter receive revenue from advertisements or from attorney donations?

(e.g., for announcements or directory listings) Yes No

Advertisements

Sponsorships

Other

Does the newsletter include announcements about issues related to FBA matters outside the chapter, section, or division such as association conventions, midyear meetings, section activities, or circuit activities? Yes No

Does the newsletter contain articles or announcements about members' professional achievements and personal milestones? Yes No

Does the newsletter contain photographs? Yes No

In addition to these criteria, the FBA recognizes that any particular chapter, section, or division may have innovative ideas for their Newsletter. Thus, those submitting an award application may make a one-page description of such feature(s).

Note — Not all criteria will apply to section/division newsletter entries.

**All applications for this award shall be in writing, signed by the editor in chief, chapter president, or section/division chair and shall include copies of at least two newsletters published since October 1, 2006 & before July 13, 2007.**

## 2007 Presidential Citation Awards for Chapters, Sections, Divisions

Presidential Citation Awards recognize outstanding activities, events or projects put on by FBA Chapters, Sections and Divisions. Any activity or event is eligible for an award. The award committee will evaluate nominations on the basis of a specific accomplishment. Such accomplishments may include but are not limited to: presenting an innovative CLE resulting in a growth in membership, creating a pro bono or volunteer program, supporting a Circuit Judicial Conference, or hosting activities involving law students.

Any activity, event, or project is eligible for recognition. Please complete one form for each activity, event, or project and attach any additional information. Please limit submissions to three per chapter, section, or division. Send your completed nominations to: Federal Bar Association, Attn: Citation Award, 2011 Crystal Drive, Ste 400, Arlington, VA 22202. **The deadline is July 13, 2007**

Chapter, Section, or Division

Nominating Officer

Address

City/State/Zip

Daytime phone

Signature

1. What is the title of the project or program for which the award is requested?
2. When was the project implemented or the program held? Is this an annual program or project Yes No
3. Please describe in detail the project or program for which the award is requested
4. How was the project or program successful?
5. How many chapter, section, or division members participated in the project or program?
6. What plans does the chapter, section, or division have for maintaining and continuing development of the program or project in the future?
7. Please attach any additional relevant information.

