

**LEGAL PROFESSIONALS, INCORPORATED  
GUIDELINES FOR ANNUAL BULLETIN CONTEST  
(2021-2022)**

**APPEARANCE/CONTINUITY – (1 – 50 points – 50 possible points)**

THE FRONT PAGE OF EACH BULLETIN *MUST* SPECIFY ALL OF THE FOLLOWING INFORMATION, AS STATED IN THE ANNUAL BULLETIN CONTEST RULES:

- The charter name of the publishing association;
- The name of the bulletin;
- The month or period covered by the issue; and
- The volume and book number of the issue.

ALSO:

1. Provide Table of Contents
2. Page headings and numbers throughout
3. Consistent size and format for attractive layout
4. Sharp, clear print
5. LPI Code of Ethics

**LPI AND EDUCATIONAL CONTENT – (1 – 50 points – 50 possible points)**

1. Information on LPI Annual and Quarterly Conferences
2. Legal Specialization Sections (LSS) membership flyer, LSS webinar flyers, LPI on-line class information (e.g., Beginning Legal Secretarial Training Class, Overview of State Court Discovery) and/or LPI webinar flyers
3. CCLS Examination application/information, CCLS On-Line Study Group flyer and/or CCLS quizzes on grammar, spelling, word usage, legal terminology, reasoning and ethics, legal computations, etc.
4. Local court and administrative rules and regulations/changes in legal procedure
5. Legal-related articles

**BENEFIT TO LOCAL MEMBERS – (1 – 50 points – 50 possible points)**

1. Names/contact info. of officers and chairmen
2. Reports from local association officers (i.e., President's report, Vice President/Membership report, Governor report, Recording Secretary (Minutes))
3. Announcement of local association meetings/activities
4. Information on benefits available through LPI and/or local group
5. Photos from dinner meetings, association events, etc.

**TOTAL – 150 POSSIBLE POINTS**



**LEGAL PROFESSIONALS, INCORPORATED**  
**ANNUAL BULLETIN CONTEST RULES**  
**2021 – 2022**

Legal Professionals, Incorporated’s (“LPI”) Bulletin Contest (“Contest”) shall be conducted annually at the LPI Annual Conference pursuant to LPI Standing Rule 1.1, which states:

“LPI shall conduct a Local Association Bulletin Contest at each Annual Conference, the rules of which shall be established by the Editor of *The Legal Professional* and approved by the Executive Committee. Monetary prizes awarded in each class of membership shall be: 1st place, \$75; 2nd Place, \$50; 3rd Place, \$25.”

**1. QUALIFICATIONS**

- a. All local associations (“Association”) which are chartered members of LPI on April 1st of the year immediately preceding the Annual Conference are eligible to enter.
- b. Bulletins submitted by the Association must have been published during the fiscal year (May 1 through April 30) immediately preceding the Annual Conference.
- c. The front page of each Bulletin submitted by the Association must specify:
  - (1) The charter name of the publishing Association;
  - (2) The name of the Bulletin;
  - (3) The month or period covered by the issue; and
  - (4) The volume and book number of the issue.

**2. HOW TO ENTER**

- a. The Association must email to the Editor of *The Legal Professional* (Contest Chairman) at [TLPEditor@legalprofessionalsinc.org](mailto:TLPEditor@legalprofessionalsinc.org), a PDF copy of any three (3) issues of its Bulletin published during the period specified in 1(b) above, together with the entry form completed in full.
- b. **Entries must be received by the deadline in April 2022 (exact date to be announced).**

**3. JUDGING**

- a. For purposes of judging the Contest, Associations shall be placed in the following classes based on their respective number of active members on April 1st immediately preceding the Annual Conference.

Class A	0 – 30 members
Class B	31 – 65 members
Class C	66 – 150+ members

- b. First, second and third place winners in each Bulletin Class shall be selected by a panel of three (3) judges recommended by the Annual Conference Committee and approved by the Editor of *The Legal Professional*.
- c. Judges shall score one (1) Bulletin, *randomly* selected from the three (3) Bulletins submitted by the Association using the following criteria:
- |                             |   |                |
|-----------------------------|---|----------------|
| Appearance / Continuity     | - | 1 to 50 points |
| LPI and Educational Content | - | 1 to 50 points |
| Benefit to Local Members    | - | 1 to 50 points |
- The *total* score of the criteria from the judging of one (1) *randomly* selected Bulletin of the three (3) Bulletins submitted by each respective Association entered in the Contest shall determine the winners of each Bulletin Class.
- d. Judges shall be instructed to disregard any professional assistance (such as artwork and typesetting) contributed to the Bulletins by other than a member of the publishing Association.

**ALL ENTRIES NOT CONFORMING TO THE FOREGOING  
ANNUAL BULLETIN CONTEST RULES MAY BE DISQUALIFIED**