



## **LEGAL PROFESSIONALS, INCORPORATED GUIDELINES FOR ANNUAL BULLETIN CONTEST (2023-2024)**

### **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. Continuing Legal Education seminar flyers, Legal Technology Training flyers and LPI University on-line class information (e.g., Beginning/Intermediate/Advanced 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**  
**(2023 – 2024)**

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 shall be: 1st place, \$100; 2nd Place, \$75; 3rd Place, \$50."

**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 2024 (exact date to be announced).**

**3. JUDGING**

- a. For purposes of judging the Contest, all Associations will be placed in one category.
- b. First, second and third place winners 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**