

A Fellow of the College of Labor and Employment Lawyers has provided this form to you as part of the process of nominating you for membership in The College of Labor and Employment Lawyers. Please complete this form and return it to the nominator for submission to the College. The standards for admission to the College are high and admission is limited in number. If you are not selected, the nomination forms will be destroyed and any new nomination will be considered without regard to the prior application.

The qualifications for election are set forth in Articles II and III of the By-Laws of the College. The By-Laws require that nominees have been in the field of labor and employment law for at least 20 years and have proven to their peers, the bar, bench and public that they possess:

- ◆ The highest professional qualifications and ethical standards;
- ◆ The highest level of character, integrity, professional expertise and leadership;
- ◆ A commitment to fostering and furthering the objectives of the College;
- ◆ Sustained, exceptionally high quality professional services to clients, bar, bench and public; and
- ◆ Significant evidence of scholarship, teaching, lecturing, and/or distinguished published writings on labor and employment law.

In addition to the traits described above, a Fellow is expected to display other traits in the day-to-day practice of law. The list below is by no means complete, but is provided to nominators and nominees for their guidance in determining whether a candidate meets the expectations for a Fellow.

A Fellow is an individual who:

- ◆ Would stand out to newer attorneys, as a model of professionalism in deportment and advocacy; a person who should be emulated;
- ◆ Has earned the respect of the bench, opposing counsel and the community;
- ◆ Displays mutual respect in an adversarial relationship;
- ◆ Presents an accurate picture of outcomes to clients;
- ◆ Avoids allowing ideological differences to affect civility in negotiations, litigation and other aspects of law practice;
- ◆ Engages in complete but not excessive discovery;
- ◆ Seeks and agrees to reasonable accommodations on matters such as continuances;
- ◆ Knows the workplace and has an active interest in resolving employment issues;
- ◆ Is a student of the law; who engages in negotiations with an objective of agreement; and
- ◆ Pursues settlement at appropriate stages in a proceeding.

*Part B – Nominee / Please complete the following:*

1. Your full name:
2. Your firm:
3. Your office address, telephone, fax and email:
4. Your residence address, telephone, cell and email (*not required but desired*):
5. Your place and date of birth:
6. Your undergraduate and legal education (degrees obtained, schools, and years):
7. State and year in which you were originally admitted to the Bar:
8. Subsequent state and federal bar admissions and the year of admission:

9. The College Bylaws state that “any person who has substantially met the qualifications as described in Article II, Section 3 for a period of not less than twenty years (or such shorter period of time as the Board of Governors may from time to time establish), devoting at least fifty percent (50%) of his or her time to the practice of labor and/or employment law, shall be eligible for election as a Fellow and to have all the rights and privileges of Fellows.”

Please attach a resume or CV which includes specific dates and descriptions of your work in the labor and employment law field to demonstrate you meet this requirement. A firm bio does not meet the requirement. **A maximum of three years in a judicial clerkship position, during the first three years of practice, may count towards the twenty-year requirement that must be met by a candidate.**

\_\_\_\_\_ Resume attached

10. Bar association memberships and offices you have held:

11. Please provide your Martindale Hubbell rating if you have one:

12. Memberships and offices in other lawyer organizations: *(For each lawyer organization, provide specific information about your service including duties performed, time commitment, roles and positions held.)*



16. List any community related organizations that you belong to:

*(For each, provide specific information about your service including duties performed, time commitment, roles and positions held.)*

17. Do you know of any complaint that has been made against you to any ethics committee of the bar, or of any disciplinary action against you? If so, state the nature of the grievance, the name of the committee, the disposition thereof and any other facts that should be considered by the College in understanding the nature of the complaint and any mitigating circumstances that explain whether the complaint has/had any merit.

Have any sanctions been imposed against you by a court or arbitrator? If so, state the name of the case in which the sanction was ordered, the court or arbitral forum in which the case was pending, the basis for the sanction, the type of sanction imposed, and any other facts that should be considered by the College.

18. Please indicate any other information that may appear to reflect unfavorably on the consideration of you as a Fellow and, on a separate sheet, any explanation you would like the College to consider.

19. Please indicate under which category you would like to be listed.

\_\_\_\_\_ Management  
\_\_\_\_\_ Union  
\_\_\_\_\_ In-House Management  
\_\_\_\_\_ In-House Union  
\_\_\_\_\_ Employee  
\_\_\_\_\_ Government Official

**\*\*PLEASE READ THE REFERENCE INSTRUCTIONS IN THEIR ENTIRETY\*\***

References are an extremely important part of the diligence phase.

**The optimal reference is someone who has detailed first-hand knowledge of your substantive work, civility, integrity and overall contribution to the profession and the community.** Please confirm with all of your references, particularly judges, their willingness to provide a reference to the College's inquiry. References should be given advance notice that completion of the form requires thoughtful consideration of the applicant and a commitment of perhaps an hour or two for proper completion.

**Please understand that if fewer than eight of your references submit reference reply forms or submit reference forms that do not reflect thoughtful and detailed responses, your nomination process may be delayed or deferred.**

Electioneering or campaigning is considered inappropriate and strongly discouraged.

20. Please provide names, addresses, phone numbers and email addresses for eight lawyers, judges, parties, government officials, or other persons who can attest to your professional standing, integrity and leadership in the profession and community based on their first-hand experience with you, **with an emphasis on the last ten years**. In addition, please indicate the practice area of your references, specifically noting those who are, or who have been, adversaries in matters you have handled. Active practitioners **must** include two adversaries **and** two judges **or** government officials, **or** mediators, **or** arbitrators among the eight references listed, with whom you have interacted on substantive matters **over the last ten years**. Nominees should list no more than two individuals with whom their principal professional interaction has been on bar committees and/or presentations. The chart below is a helpful guide to ensuring you have the correct types of references.

**NOTE:** Nominators who are adversaries do not qualify as one of the two adversary references and should not be listed as such. **Outside counsel are highly discouraged from including as a reference the names of colleagues from your firm or office.**

**References for In-House Counsel:**

For in-house counsel nominees the phrase “or other person who can attest to your professional standing” may include senior level colleagues from their unions or companies to whom they have provided substantial legal advice over time and who have first-hand knowledge of the nominee’s qualifications. Adversary references are highly encouraged and generally required. In the event that you believe that it is not possible to provide references of opposing counsel who have first-hand knowledge of your practice as an in-house counsel, you must provide a written statement describing how/why the nature of your practice does not include direct contact with opposing counsel.

**Reference Requirement Chart for Nominee** *(Use additional paper if space provided is not sufficient.)*

Type of Reference	Name/Address/Contact	Years Known	Brief description of interaction
Adversary*			
Adversary*			
Neutral*			
Neutral*			
Co-Counsel**			
Add'l Adversary**			
Client†			
Bar or Professional Committee Member†			

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## LEADERSHIP FOR GREATER PURPOSE

*\* Required; \*\* Suggested*

*† No more than two references of this type should be listed.*

21. Please review the qualifications for membership, as stated in the by-laws, as well as the desirable traits that the organization has further identified for membership, and attach a brief statement of how you believe that you demonstrate these characteristics in your practice as well as any additional information that you believe relevant to your admission to the College.

*(Please use additional paper if necessary.)*

Please also share a memorable or significant experience in your labor and employment law career *(not to exceed one paragraph)*.

**I hereby certify that I have reviewed my Nominee Form (Part B) with my nominator to ensure that it is complete and thorough; and I certify that, to the best of my knowledge and belief, the foregoing information is true.**

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Nominee

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Date