

2024

IILPM GLOBAL AWARDS



APPLICATION PROCESS AND SUBMISSION FORM
INTERNATIONAL INSTITUTE OF LEGAL PROJECT MANAGEMENT



2024 IILPM Awards Submission



1. THE ANNUAL IILPM GLOBAL AWARDS

The annual **IILPM Global Awards** recognise exceptional achievements in Legal Project Management (LPM) and Legal Process Improvement (LPI). They celebrate the great work being done around the globe in the fields of Legal Project Management and Legal Process Improvement.

In past years, projects demonstrating excellence in law firms, Alternative Legal Service Providers (ALSP) and in-company legal departments were awarded for the value they bring to the transformation of legal practice by applying LPM and LPI approaches and practices. The number and high quality submissions from Europe, the Middle East, India and the United States of America made judging difficult. All the submissions showed that improvements to legal service delivery is happening worldwide and at a significant pace. We have now extended it to include awards for court and justice teams, as well as legal technology vendors.

2. THE 2024 AWARD CATEGORIES

In 2024, the Institute will be presenting up to eight awards under the categories of:

1. LPM/LPI Project of the Year (Large **Law Firm**: having 200 or more team members);
2. LPM/LPI Project of the Year (Small to Mid-Sized **Law Firm**: having fewer than 200 team members);
3. LPM/LPI Project of the Year (Large **Alternative Legal Service Provider**: having 200 or more team members);
4. LPM/LPI Project of the Year (Small to Mid-Sized **Alternative Legal Service Provider**: having fewer than 200 team members);
5. LPM/LPI Project of the Year (Large **In-House Legal Department**: having 50 or more team members);
6. LPM/LPI Project of the Year (Small to Mid-Sized **In-House Legal Department**: having fewer than 50 team members);
7. LPM/LPI Project of the Year (**Court or Justice Organization**); and
8. LPM/LPI Legal Technology **Innovation** of the Year.

The Institute reserves the right to issue Special Recognition awards for other high achievements.

3. SUBMISSION AND SELECTION PROCESS FOR THE 2024 AWARDS

The period of submission starts on **June 15th** and stays open until **October 7th**, 2024.

Submissions must be made by the entity the project or innovation applies within.

Interested applicants shall complete the attached submission form and must provide all the requested information for each section of the form.

There is no application fee.

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A entity may submit more than one submission.

The application form must be emailed to awards@iilpm.com no later than **October 7th**, 5pm CET.

Late applications will not be accepted.

Applicants may also be required to attend an online interview where short-listed.

On being selected, the entity will be requested to provide a video explaining their project or innovation at least one (1) week prior to the Award Ceremony that will be conducted on the **November 19th** 2024.

Award recipients will receive a physical trophy-based and award certificate.

4. CATEGORY DEFINITIONS

(1) LPM/LPI Project of the Year (Large Law Firm)

(2) LPM/LPI Project of the Year (Small to Mid-Sized Law Firm)

The goal of these award categories is to recognise and award the best legal project or process in law firms of large (i.e., 200 team members or more), or small to mid-sized organisations (i.e., fewer than 50 team members). A best legal project or process is defined as a project developed by a legal team or a solo professional applying Legal Project Management and / or Process Improvement management approaches, methodologies or practices.

The submission should focus on the use of methods that achieved more efficiency, quality, productivity and/or sustainability in the organisation's legal services, ideally achieving higher client satisfaction. Clients may be either internal or external stakeholders.

As non-exhaustive examples of the kinds of approaches, methodologies or practices that can be considered eligible are:

- Management of legal matters (i.e. litigations cases, transactional matters, compliance and regulatory projects, intellectual property projects, corporate and governance, employment and labour law, family law, pro-bono projects, real estate, bankruptcy and insolvency, technology and cybersecurity, blockchain, etc.);
- Legal Process Design or Reengineering that leads to better systems, use of technology and/or efficient and effective processes; and/or
- Design, development and/or implementation of Legal Technology-based solutions for improving efficiency, quality and sustainability in legal services.

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(3) LPM/LPI Project of the Year (Large Alternative Legal Service Provider)

(4) LPM/LPI Project of the Year (Small to Mid-Sized Alternative Legal Service Provider)

The goal of these award categories is to recognise and award the best legal project or process in Alternative Legal Service Providers (ALSP) of large (i.e., 200 team members or more), or small to mid-sized organisations (i.e., fewer than 50 team members). A best legal project or process is defined as a project developed by a team or a solo professional applying Legal Project Management and / or Process Improvement management approaches, methodologies or practices.

The submission should focus on the use of methods that achieved more efficiency, quality, productivity and/or sustainability in the organisation's services, ideally achieving higher client satisfaction. Clients may be either internal or external stakeholders.

Projects can only be nominated for those initiatives within the ALSP entity. In the case the project was developed for a client and implemented in the client's organization, then the application shall be submitted by the client.

As non-exhaustive examples of the kinds of approaches, methodologies or practices that can be considered eligible are:

- Management of consultancy assignments (i.e. litigation support, legal support assignments, compliance and regulatory projects, intellectual property projects, corporate and governance, bankruptcy and insolvency, technology and cybersecurity, blockchain, etc.);
- Legal Process Design or Reengineering that leads to better systems, use of technology and/or efficient and effective processes; and/or
- Design, development and/or implementation of Technology-based solutions for improving efficiency, quality and sustainability in service delivery.

(5) LPM/LPI Project of the Year (Large In-House Legal Department: 50 or more team members)

(6) LPM/LPI Project of the Year (Small to Mid-Sized In-House Legal Department: fewer than 50 lawyers)

The goal of these categories is to recognise and award the best project or process in in-house legal departments. Best legal project or process is defined as a project developed by a legal team or a solo professional applying Legal Project Management and / or Process Improvement management approaches, methodologies or practices.

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The submission should focus on the use of methods that achieved more efficiency, quality, productivity and/or sustainability in the organisation’s legal services, ideally achieving higher client satisfaction. Clients may be either internal or external stakeholders.

As non-exhaustive examples of the kinds of approaches, methodologies or practices that can be considered eligible are:

- Management of legal matters (i.e. litigations cases, transactional matters, compliance and regulatory projects, intellectual property projects, corporate and governance, employment and labour law, family law, pro-bono projects, real estate, bankruptcy and insolvency, technology and cybersecurity, blockchain, etc.);
- Designing, developing and deploying new consultancy-based service or product offerings;
- Legal Process Design or Reengineering that leads to better systems, use of technology and/or efficient and effective processes; and/or
- Design, development and/or implementation of Legal Technology-based solutions for improving efficiency, quality and sustainability in legal services.

(7) LPM/LPI Project of the Year (Court or Justice Organisation)

This is the first year the Institute has introduced the category “Court and Justice Organisations” in the Awards. The goal of these categories is to recognise and award the best project or process in a court or legal justice environment. Best legal project or process is defined as a project developed by a legal team or a solo professional applying Legal Project Management and / or Process Improvement management approaches, methodologies or practices.

The submission should focus on the use of methods that achieved more efficiency, quality, productivity and/or sustainability in the organisation’s legal services, ideally achieving higher client satisfaction. Clients may be either internal or external stakeholders.

As non-exhaustive examples of the kinds of approaches, methodologies or practices that can be considered eligible are:

- Management of court processing and proceedings (i.e. supportive court processes, evidence management etc.);
- Online Dispute Resolution platforms for resolving disputes, making justice more accessible and reducing court backlogs;
- Courtroom Technology Upgrades, like the installation of advanced audio-visual equipment for virtual hearings and remote witness testimonies;

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- Digitization of physical court records and implementation of electronic document management systems to enhance accessibility, reduce storage costs, and improve document security;
- Deployment of kiosks in courthouses for self-representation litigants to access legal information and forms;
- Automation of administrative workflows, such as scheduling and notifications, to increase efficiency and reduce human error;
- Data Analytics for Decision-Making to identify trends, allocate resources better, and improve decision-making processes;
- Integrated Case Management Systems (i.e. development and deployment of integrated case management systems that connect various departments within the justice system), allowing for seamless information sharing and coordination across different judicial entities;
- Remote Court Hearings (i.e. Implementation of infrastructure and protocols for conducting virtual court hearings), enabling parties to participate remotely and ensuring the continuity of judicial processes during emergencies or for individuals in remote locations; and/or
- Public Access Portals (i.e. creation of online portals for the public to access court services), such as case status updates, court schedules, and filing documents, enhancing transparency and convenience for citizens.

(8) LPM/LPI Legal Technology Innovation of the Year (only for Vendors)

This is the first year the Institute has introduced the category “LPM/LPI Legal Technology Innovation” in the Awards to include an avenue solely for vendors to be recognised for their product innovations. The goal of this category is to recognise and award the legal technology innovations that bring new one improved functions, features and/or approaches to LPM/LPI endeavours.

Restricted only to market-based Legal technology solutions, any software or customisations developed internally by law firms, ALSPs, courts, or legal departments shall be proposed in other categories.

Legal Technology innovations include all tech-based products designed to streamline various aspects of legal project and process management, helping legal-based teams improve their workflows, reduce administrative burdens, and deliver legal services more effectively, efficiently and/or sustainably. As non-exhaustive examples of the kinds of innovations that can be considered eligible are:

- collaborative platform that combines project management, document management, and/or client collaboration tools;
- legal matter management software designed for in-house legal teams, that helps track legal matters, manage workloads, and generate reports to improve the efficiency of legal operations;

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- matter management, e-billing, and analytics solutions for corporate legal departments and law firms that provides visibility into legal spending and improves the management of legal matters;
- work product management platforms that combines document and email management with advanced security and AI capabilities;
- AI-powered document review and analysis applications that helps legal teams quickly identify and extract relevant information from contracts and other documents;
- AI-powered decision making processes and those that help collect and collate legal information;
- legal practice management softwares that offers automatic time tracking, document automation, and case management features; and/or
- project management tools that can be used by legal teams to manage tasks, deadlines, and projects across the matter life cycle.

Innovations can only be nominated for those initiatives within the vendor entity. In the case the innovation was developed for a client and implemented in the client's organization, then the application shall be submitted by the client.

5. ELEGIBILITY

The projects or innovations must be within the period July 2023 to October 2024.06.16 Law firms, Alternative Legal Service Providers, In-house Legal Departments, court and justice organisations, as well as Legal Technology vendors are eligible to apply for the 2024 IILPM Awards.

In the event the organization is a consultancy-based or vendor entity, projects or innovations can only be submitted for those initiatives within the entity. In the case the project was developed by the consultancy-based or vendor entity for a client and implemented in the client's organization, then the application shall be nominated by the client.

Both the headquarters and local branches of the same organization are eligible to apply for the IILPM Awards 2024, however only one project per category is allowed.

6. SPECIAL RECOGNITION AWARDS

The Institute retains the right to issue any 'special recognition' award(s) that does not require an application. These special recognition awards will be reviewed and approved by the Assessment Panel based on any recommendation by the IILPM Global Advisory Council.

7. ASSESSMENT PANEL

The applications will be evaluated by an international Assessment Panel of experts in Legal Project Management (LPM) and Legal Process Improvement (LPI) who are members of the IILPM Community. The Assessment Panel's decision is final.

IILPM GLOBAL AWARDS 2024 APPLICATION FORM

1. AWARD CATEGORY

Please select the single category of your application (mouse click on the applicable category box):

LAW FIRM:

- LPM/LPI Project of the Year (Large Law Firm: 200 or more team members)
- LPM/LPI Project of the Year (Small to Mid-Sized Law Firm: fewer than 200 team members)

ALTERNATIVE LEGAL SERVICE PROVIDER:

- LPM/LPI Project of the Year (Large Alternative Legal Service Provider: 200 or more team members)
- LPM/LPI Project of the Year (Small to Mid-Sized Alternative Legal Service Provider: fewer than 200 team members)

IN-HOUSE LEGAL DEPARTMENT:

- LPM/LPI Project of the Year (Large In-House Legal Department: 50 or more team members)
- LPM/LPI Project of the Year (Small to Mid-Sized In-House Legal Department: fewer than 50 team members)

COURT OR JUSTICE ORGANISATION:

- LPM/LPI Project of the year (Court or Justice Organization)

LEGAL TECHNOLOGY VENDOR:

- LPM/LPI Legal Technology Innovation of the Year (only for Vendors)

2. APPLICANT DETAILS

2.1 Please provide the legal name (and any relevant trading name) of your organisation.

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2.2 Please provide the address of your organisation (this is also where the Award will be sent).

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2.3 Please provide the details of the key contact person.

Name:	
Position:	
Email:	
Phone:	

2.4 Please describe your organisation and the key services it provides (*maximum 200 words*).

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2.5 Please define how many team members work in your organization?

Total Team Members:	
Total Lawyers:	

3. PROJECT OR PRODUCT INNOVATION DESCRIPTION

3.1 In a *maximum of 2,000 words*, please describe the project's approaches, methodologies or practices and/or Legal Technology product innovation (feature, function and/or approach) that your organisation successfully developed and/or implemented during the last 12 months (from July 2023). Please ensure your description responds to the four assessment questions below. Client, partner, and business user testimonials are welcome (*maximum 2000 words*).

- a) What did you set out to achieve?
- b) What were the key challenges and how were they resolved?
- c) What were the outcomes?
- d) How did you measure your success?

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What did you set out to achieve?
What were the key challenges and how were they resolved?
What were the outcomes?
How did you measure your success?

3.2 ONLY FOR VENDORS – Please provide a link to a video showing the product and its innovation. The videos must showcase the features, functions and/or innovation of the product. Please restrict the video to no more than 5 minutes in length.

<Insert the Link to the video>

4. SHORT DESCRIPTION FOR COMMUNICATION ON SOCIAL NETWORKS AND THE IILPM WEBPAGE

Please provide a short description of your project’s approaches, methodologies or practices, or product innovation. This description may be used for the IILPM webpage and communications (social networks, newspaper or review, etc.) in the case your entity becomes a finalise or award winner (maximum of 200 words).

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5. TERMS AND CONDITIONS

The signatory, on behalf of the applicant organisation, confirms:

1. the submitting organisation agrees to the Terms and Conditions of this application;
2. the information provided in this submission is complete and accurate;
3. the information provided does not exceed the maximum word count and responds to all questions required by the form;

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4. the information provided may be used to promote the short-listed candidates (finalists) and winners, with specific client information not disclosed;
5. the award winning organisations give permission to IILPM to use their logo, following any style guide restrictions, to promote their award and the IILPM Global Awards initiative;
6. the submitting organisation acknowledges that the Assessment Panel’s decision is final;
7. the submitting organisation acknowledges the International Institute of Legal Project Management’s right to issue or withhold any of the awards or any special recognition awards.
8. the submitting organisation indemnifies and holds harmless the International Institute of Legal Project Management and any of its partners, and Assessment Panel members, against any claims associated with this application or the awards; and
9. the International Institute of Legal Project Management reserves the right to validate the information through confirmation with the organisation or any client mentioned in the application.

Contact Person’s Signature:

Submission Date:

6. FOR MORE INFORMATION

Please visit <https://www.iilpm.com/awards/> for award application information.

Specific questions can be addressed to awards@iilpm.com.

7. SUBMISSION INSTRUCTIONS

Please email your completed application to awards@iilpm.com.