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Due Date: December 15, 2017  
 Submit to: Theresa Hurley, Executive Director, CCCBA  
 thurley@cccba.org

## CCCBA 2017 Diversity Award Checklist

### Scope:

This checklist establishes requirements for firms to obtain CCCBA's Diversity Award. To qualify for an award, firms with offices in Contra Costa County must have at least 50% office membership in CCCBA and firms without an office in Contra Costa County must have at least 50% firm membership in CCCBA.

Unless stated otherwise, the completed tasks are based on the entire firm's

performance during 2017, not on a specific office. A "firm" may consist of any number of attorneys, including a sole practitioner. Only one submission per firm is allowed.

To obtain a specific level of achievement, each firm must meet the minimum number of requirements as set forth in the levels below with a minimum of three requirements from each of Sections A, B, C and D:

- Platinum – 45 tasks
- Gold – 35 tasks
- Silver – 25 tasks
- Bronze – 15 tasks

For purpose of this award, "diversity" and "diverse" includes diversity of race, color, national origin, sexual orientation, religion, sex and disability.

**Firm Name:** \_\_\_\_\_

A. EDUCATION, TRAINING & COMMUNICATIONS	COMPLETE	ACTION TAKEN TO SATISFY REQUIREMENT
1. Included resources on the firm website related to diversity and/or diversity training initiatives.		
2. Held office events at least quarterly to increase diversity and awareness.		
3. Have an internal diversity and liaison structure to ensure heightened awareness of diversity.		
4. Hosted a diversity oriented TED Talk broadcast for your firm.		
5. At least 50% of the firm's attorneys participated in a firm hosted diversity oriented TED Talk broadcast.		
6. Implemented a training strategy including a requirement that all employees take unconscious bias training.		
7. Sponsored at least one CCCBA Diversity Committee program this year.		
8. At least 50% of the firm's attorneys participated in at least one CCCBA Diversity Committee sponsored program this year.		
9. At least 50% of the firm's attorneys participated in a CCCBA Diversity Committee continuing education program.		
10. Hosted a CCCBA Diversity Committee continuing education program at your firm.		

<b>A. EDUCATION, TRAINING &amp; COMMUNICATIONS</b> <i>(continued)</i>	<b>COMPLETE</b>	<b>ACTION TAKEN TO SATISFY REQUIREMENT</b>
11. At least 50% of the firm's attorneys participated in an event for CCCBA's Judicial Mentoring program.		
12. Offered unconscious bias training to firm's staff.		
13. At least 50% of the firm's attorneys exceeded their state MCLE requirements for elimination of bias in the legal profession in their last reporting period.		
14. At least 50% of the firm's attorneys took continuing education courses on the issue of diversity and inclusion or elimination of bias in the last year.		
15. At least 50% of the firm's attorneys attended at least one program that discusses the impact of unconscious bias in the last year.		
16. Hosted a seminar on topics promoting/encouraging diversity.		
17. At least 50% of the firm's attorneys participated in seminars on topics promoting/encouraging diversity.		

<b>B. EXTERNAL DIVERSITY COMMITMENTS</b>	<b>COMPLETE</b>	<b>ACTION TAKEN TO SATISFY REQUIREMENT</b>
1. Actively supported the efforts of CCCBA to diversify the practice of law.		
2. Provided legal services to marginalized community members in Contra Costa County.		
3. At least 50% of the firm's attorneys coached or mentored diverse youth.		
4. Investigated volunteering opportunities with CCCBA.		
5. At least 50% of the office's attorneys have investigated individual volunteering opportunities with CCCBA.		
6. An attorney in the office has made a nomination for the Pro Bono Spotlight award. (May be a self nomination or a nomination of another CCCBA member who donates his/her talents to help diverse Contra Costa community members in need.)		
7. At least 50% of the firm's attorneys have volunteered at a Lawyers in the Library clinic.		
8. At least 50% of the firm's attorneys were active member(s) in a minority bar association.		
9. Paid attorney and/or staff membership and/or event fees in minority bar associations.		

<b>B. EXTERNAL DIVERSITY COMMITMENTS</b> (continued)	<b>COMPLETE</b>	<b>ACTION TAKEN TO SATISFY REQUIREMENT</b>
10. At least 50% of the firm's attorneys attended minority bar coalition events in the past year.		
11. Hosted a diversity event at your office which included attorneys who are not members of your firm.		
12. Attorney in the office participated with CCCBA's Diversity Committee.		
13. Attorney in the office was a mentor to a diverse new attorney or law student.		
14. Attorney in the firm volunteered for mock trial or moot court program.		
15. Attorney in the firm coached a mock trial team.		
16. At least 50% of the office's attorneys participated in Women's Section activities.		
17. Attorney at the firm volunteered as a Court Tour docent teaching 5th & 8th grade students about our judicial system.		
18. Attorney in the office spoke about legal diversity issues at a PTA/PTO meeting.		
19. Attorney in the office guest lectured at a high school civics class on constitutional law, including issues on dissemination, diversity and/or inclusion.		
20. Attorney in the firm taught citizenship classes.		
21. Offered Pro Bono translation services.		
22. At least one of the firm's attorneys volunteered at Juvenile Hall.		
23. Took on a Pro Bono case.		
24. Took on a Pro Bono case for a diverse client.		
25. Offered a scholarship to pay for LSAT prep fees/test fees for a diverse student.		
26. Adopted a school with diverse student enrollment.		

<b>B. EXTERNAL DIVERSITY COMMITMENTS</b> (continued)	<b>COMPLETE</b>	<b>ACTION TAKEN TO SATISFY REQUIREMENT</b>
27. At least one attorney of the firm volunteered with CASA or a similar advocacy program which works in the courts.		
28. At least one attorney of the firm mentored a diverse high school or college student interested in a law career.		
29. Showed commitment to social justice and equity issues.		
30. At least 50% of the office's attorneys volunteered for CCCBA and/or its committees or sections that promote diversity or are aimed to assist diverse populations.		
31. At least 50% of the firm's attorneys volunteered for non-CCCBA organization that promotes diversity or aims to assist diverse populations.		
32. Contributed financially to CCCBA organization and/or its committees or sections that promote diversity or are aimed to assist diverse populations.		
33. Contributed financially to non-CCCBA organizations that promote diversity or are aimed to assist diverse populations.		
34. At least one attorney of the firm served on a committee (other than CCCBA's Diversity Committee) within a legal organization whose primary focus or concern is diversity and inclusion in the legal profession.		
35. At least one attorney of the firm served on the board of an organization whose primary purpose and focus is diversity and inclusion in the legal profession.		
36. At least one attorney of the firm wrote or published an article on the subject of diversity and inclusion in the legal profession.		
37. At least one attorney of the firm was a speaker or featured panelist on a program focused on diversity and inclusion in the legal profession.		
38. At least one attorney of the firm volunteered in an organization other than the CCCBA focused on advancement of diversity and inclusion in the legal profession.		
39. At least one attorney of the firm served on a state board or committee designed to increase diverse attorneys in the legal profession.		
40. At least 50% of the firm's attorneys belonged to a professional organization with its primary focus as increasing diversity and inclusion in the legal profession.		
41. Received an award from a third party in the past year recognizing efforts to increase diversity in the legal profession.		
42. An attorney in your firm was recognized by a third party in the past year for his or her diversity efforts.		
43. Recognized firm attorneys for their diversity efforts.		

<b>C. INTERNAL DIVERSITY COMMITMENTS</b>	<b>COMPLETE</b>	<b>ACTION TAKEN TO SATISFY REQUIREMENT</b>
1. Signed on or re-pledged to CCCBA's Diversity Initiative.		
2. Have a written commitment outside of CCCBA's Diversity Initiative to provide diverse attorneys with quality work assignments, interaction with partners, training, and opportunities to interact with clients and for partnership.		
3. Active recruitment to strengthen number of women and minority lawyers and staff.		
4. Management committee has at least one diverse partner.		
5. Talked to a Diversity Committee member and/or a CCCBA Board member about steps the firm can take to establish programs to increase diversity.		
6. Adopted minority attorney recruitment procedures for hiring.		
7. Offered flexible hours/schedules for all employees (not just women with children).		
8. Credited attorneys billable hours for diversity activities or mentoring.		
9. At least 50% of the firm's attorneys read books about cultural competency, social justice, etc.		
10. Have a written diversity and inclusion policy.		
11. Have a pipeline initiative to increase diverse attorneys in your firm.		
12. Signed onto a state or county bar association diversity and inclusion initiative other than CCCBA.		
13. Have an established diversity committee within your firm.		
14. Encouraged and promoted the hiring of diverse experts and vendors at your firm.		
15. Maintained statistics on firm diversity efforts.		
16. Recognized the diversity efforts of firm attorneys.		
17. Diversity is a stated core or primary value of your firm.		

<b>D. RECRUITING &amp; RETENTION</b>	<b>COMPLETE</b>	<b>ACTION TAKEN TO SATISFY REQUIREMENT</b>
1. Have a fully implemented recruiting and interviewing process that considers the importance of diversity and inclusion and yields increasingly diverse candidate pools.		
2. At least one attorney at your firm worked with diverse high school students who had an interest in pursuing a legal career.		
3. Joined minority bar associations and organizations to take advantage of recruiting opportunities.		
4. As a percentage of overall attorneys in your firm, your firm had at least 10% diverse attorneys.		
5. As a percentage of overall attorneys in your firm, your firm had at least 20% diverse attorneys.		
6. Firm ownership had at least 10% diverse attorneys.		
7. Firm ownership had at least 20% diverse attorneys.		
8. Positions of employment and/or internships were offered to members of diverse communities.		
9. Law firm was certified as a minority/women owned/ disabled or LGBT business.		
10. Have diverse attorneys on your executive or management committee.		
11. Have members of diverse communities on your legal staff.		
12. Ensured that diverse attorneys shared responsibility for recruiting and interviewing both new and lateral hires.		
13. Established a formal mentoring program for mentoring of junior associates.		
14. Advertised job openings with Bay Area minority bar associations.		
15. Had a Bay Area Minority Summer Clerkship Program (BAMSCP) clerk in your office.		
<b>Totals</b>		

**CERTIFICATION:**

I am the managing partner or member of the firm completing this 2017 CCCBA Diversity Award Checklist and certify that the firm has satisfied each above requirement for which “complete” has been marked. The firm welcomes a discussion with a CCCBA Diversity Committee member as to any action the firm has taken to satisfy any such requirement.

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Signature

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Date

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Title

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