

Due Date: December 3, 2019  
Submit to: Theresa Hurley, Executive Director, CCCBA  
thurley@ccbba.org

## CCCBA 2019 Diversity Award Checklist – Three or More Attorney Law Firms

### Scope:

This checklist establishes requirements for firms to obtain CCCBA’s Diversity Award. To qualify for award:

- For a firm without an office in Contra Costa County, at least 50% of your firm must be members of CCCBA.
- For firms with offices in Contra Costa County, at least 50% of your office must be members of CCCBA.

Unless stated otherwise, the completed tasks are based on the entire firm’s performance during 2019, not on a specific office. 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 AND 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 purposes of this award, “diversity” and “diverse” includes diversity of race, color, national origin, sexual orientation, religion, sex and ability.

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

<b>A. EDUCATION, TRAINING &amp; COMMUNICATIONS</b>	<b>COMPLETE</b>	<b>ACTION TAKEN TO SATISFY REQUIREMENT</b>
1. Included resources on the firm website related to diversity and/or diversity training initiatives. Please include link to resources.		
2. Contra Costa County office held events at least quarterly to increase diversity and awareness.		
3. Have an internal diversity and liaison structure to ensure heightened awareness of diversity		
4. At least 50% of the local office attorneys participated in a firm-hosted diversity-oriented TED Talk broadcast. Please provide link to TED talk.		
5. Implemented a training strategy including a requirement that all employees take unconscious bias training. Please identify the training.		
6. Financially supported at least one CCCBA Diversity Committee program this year.		
7. At least 50% of the firm’s attorneys participated in at least one CCCBA Diversity Committee sponsored program this year.		
8. At least 50% of the firm’s attorneys participated in a CCCBA Diversity Committee continuing education program		
9. Hosted a CCCBA Diversity Committee continuing education program.		
10. One or more of the firm’s attorneys participated in an event for CCCBA’s Judicial Mentoring program.		
11. Offered unconscious bias training to firm’s staff.		
12. At least 50% of the firm’s attorneys exceeded their state MCLE requirements for elimination of bias in their last reporting period.		

<b>A. EDUCATION, TRAINING &amp; COMMUNICATIONS</b> (continued)	<b>COMPLETE</b>	<b>ACTION TAKEN TO SATISFY REQUIREMENT</b>
13. At least 50% of the firm's attorneys took continuing education courses on the issue of diversity and inclusion, elimination of bias or the impact of unconscious bias in the last year.		
14. Hosted a seminar on topics promoting/encouraging diversity (other than CCCBA's program). Please indicate name of program and presenter		
15. At least 50% of the firm's attorneys participated in seminars on topics promoting/encouraging diversity (other than CCCBA's program).		
<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. Please detail actions taken.		
2. Provided legal services to marginalized community members in Contra Costa County, outside of your paid practice. Please indicate who the services were for and what services were provided.		
3. At least 50% of the firm's attorneys coached or mentored local diverse youth.		
4. At least 50% of the office's attorneys have investigated individual volunteering opportunities with CCCBA.		
5. 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.)		
6. At least 50% of the local office's attorneys have volunteered at a Lawyers in the Library clinic or Free Legal Workshop.		
7. At least 50% of the firm's attorneys were active member(s) in a minority bar association (does not include CCCBA's Womens Section). Please indicate which minority bar association(s).		
8. Firm paid attorney and/or staff membership and/or event fees in minority bar associations.		
9. At least 50% of the firm's attorneys attended a minority bar event in the past year.		
10. Hosted a diversity event at your office which included attorneys who are not members of your firm.		
11. Attorney in the office participated in CCCBA's Diversity Committee		
12. Attorney in the local office was a mentor to a diverse new attorney or law student.		
13. Attorney in the firm was a mentor to a local diverse new attorney or law student (must be different person than listed in B12).		
14. Attorney in the firm volunteered for mock trial or moot court program in Contra Costa County.		
15. Attorney in the firm coached a mock trial team in Contra Costa County.		
16. At least 50% of the office's attorneys participated in Women's Section activities. Please list at least one of the activities.		

<b>B. EXTERNAL DIVERSITY COMMITMENTS</b> (continued)	<b>COMPLETE</b>	<b>ACTION TAKEN TO SATISFY REQUIREMENT</b>
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 in Contra Costa County.		
19. Attorney in the office guest lectured at a high school civics class in Contra Costa County on constitutional law, including issues on discrimination, diversity and/or inclusion.		
20. Attorney in the firm taught citizenship classes in Contra Costa County.		
21. Firm offered Pro Bono translation services in Contra Costa County.		
22. At least one of the firm's attorneys volunteered at Juvenile Hall in Contra Costa County.		
23. Firm took on a case for an organization that promotes diversity.		
24. Firm took on a Pro Bono case for a local diverse client.		
25. Firm offered a scholarship to pay for LSAT prep fees/test fees for a diverse student from Contra Costa County.		
26. Firm partnered with a school in Contra Costa County with diverse student enrollment. Please identify school.		
27. Local office partnered with a school with diverse student enrollment, please identify school.		
28. At least one attorney of the firm volunteered with CASA or a similar advocacy program which works in the courts. Please specify program.		
29. At least one attorney of the firm mentored a diverse high school or college student from Contra Costa County interested in a law career.		
30. Firm showed commitment to social justice and equity issues outside of paid practice area.		
31. At least one of the local office's attorneys volunteered for CCCBA and/or its committees or sections that promote diversity or are aimed to assist diverse populations. Please list attorneys and committees/sections.		
32. At least 10% of the firm's attorneys volunteered for non-CCCBA organizations that promote diversity or aim to assist diverse populations. Please name attorneys and organizations.		
33. At least 20% of the firm's attorneys volunteered for non-CCCBA organizations that promote diversity or aim to assist diverse populations. Please name attorneys and organizations.		
34. Firm contributed financially to CCCBA and/or its committees or sections that promote diversity or are aimed to assist diverse populations (excluding dues payments).		
35. Firm contributed to non-CCCBA organizations that promote diversity or are aimed to assist diverse populations. Please name organization(s).		

<b>B. EXTERNAL DIVERSITY COMMITMENTS</b> (continued)	<b>COMPLETE</b>	<b>ACTION TAKEN TO SATISFY REQUIREMENT</b>
36. 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. Please list attorneys and organizations.		
37. 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. Please list attorneys and organizations.		
38. At least one attorney of the local office wrote or published an article on the subject of diversity and inclusion. Please list publication/article.		
39. At least one attorney of the local office was a speaker or featured panelist on a program focused on diversity and inclusion. Please list topic and group.		
40. 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. Please list attorney(s) and organization(s).		
41. At least one attorney of the firm served on a state board or committee designed to increase diverse attorneys in the legal profession. Please list attorney(s) and board/committee(s).		
42. 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. Please name organization.		
43. Firm received an award from a third party in the past year recognizing efforts to increase diversity in the legal profession. Please name organization.		
44. An attorney of the firm was recognized by a third party in the past year for his or her diversity efforts. Please name attorney and organization.		
<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. Had 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. Please include link or attachment.		
3. Active recruitment to strengthen number of diverse attorneys and staff.		
4. Management committee had at least one diverse partner.		
5. Researched through CCCBA steps the firm can take to establish programs to increase diversity.		
6. Adopted diverse 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.		

<b>C. INTERNAL DIVERSITY COMMITMENTS</b> (continued)	<b>COMPLETE</b>	<b>ACTION TAKEN TO SATISFY REQUIREMENT</b>
9. At least 10% of the local office attorneys read (or listened to) books about cultural competency, social justice, diversity.		
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's.		
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. Please provide link or attach documentation.		
<b>D. RECRUITING &amp; RETENTION</b>	<b>COMPLETE</b>	<b>ACTION TAKEN TO SATISFY REQUIREMENT</b>
1. Had 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. Please specify percentage or provide numbers.		
5. As a percentage of overall attorneys in your firm, your firm had at least 20% diverse attorneys. Please specify percentage or provide numbers.		
6. Firm ownership had at least 10% diverse attorneys. Please specify percentage or provide numbers.		
7. Firm ownership had at least 20% diverse attorneys. Please specify percentage or provide numbers.		
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. Had diverse attorneys on your executive or management committee.		
11. Had 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.		

<b>D. RECRUITING &amp; RETENTION</b> (continued)	<b>COMPLETE</b>	<b>ACTION TAKEN TO SATISFY REQUIREMENT</b>
15. Had a Bay Area Minority Summer Clerkship Program (BAMSCP) clerk in your office this year.		
16. Any other diversity-related activities not already included in this checklist. Please describe.		
<b>Totals</b>		

**CERTIFICATION:**

I am the managing partner or owner of the firm completing this 2019 CCCBA Diversity Award Checklist and certify that the firm has satisfied each above requirement for which “Y” 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**Due Date: December 3, 2019**

Please submit to Theresa Hurley, Executive Director,  
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Concord, CA 94520

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