

Due Date: December 1, 2023
Submit to: Jody Iorns Executive Director, CCCBA
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CCCBA 2023 Diversity Award Checklist – Solo and Two-Attorney Law Firms

Scope:

This checklist establishes requirements for firms to obtain CCCBA's Diversity Award. To qualify for award, all firm attorneys must be CCCBA members. All tasks must have been undertaken during the current calendar year. Be sure to read each requirement and answer thoroughly.

- The term **“hosted”** means that the firm was responsible for coordination of the event.
- The term **“local”** in this checklist refers to the following counties: Alameda, Contra Costa, Marin, San Joaquin & Solano.
- The term **“youth”** in this checklist refers to persons under 18 years old.

For purposes of this award, **“diversity”** and **“diverse”** includes diversity of race, color, national origin, sexual orientation, religion, gender and ability.

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 two requirements from EACH of Sections A, B, C and D:

Platinum – 45 tasks	Silver – 25 tasks
Gold – 36 tasks	Bronze – 15 tasks
First-time entrant – 12 tasks	

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. <i>Please include link to resources.</i>		
2. Held events at least quarterly to increase diversity and awareness. <i>Please describe.</i>		
3. One or more of the firm's attorneys participated in a firm-hosted diversity-oriented podcast or program. <i>Please provide link to podcast or program.</i>		
4. One or more of the firm's attorneys participated in unconscious bias training. <i>Please identify the training.</i>		
5. Firm provided unconscious bias training to staff. <i>Please identify training.</i>		
6. Financially supported at least one CCCBA DEI Committee program this year. <i>Please name the program.</i>		
7. One or more of the firm's attorneys participated in at least one CCCBA DEI Committee-sponsored program this year. <i>Please list the program.</i>		
8. One or more of the firm's attorneys participated in a CCCBA DEI Committee MCLE program. <i>Please list the program. Must be a different program from any listed in A7.</i>		
9. Hosted a CCCBA DEI Committee continuing education program. <i>Please list date(s) and program(s) and number of non-firm attendees.</i>		
10. One or more of the firm's attorneys participated in an event for CCCBA's Judicial Mentoring program or was a judicial mentee. <i>Please name the attorney.</i>		

A. EDUCATION, TRAINING & COMMUNICATIONS <i>(continued)</i>	COMPLETE	ACTION TAKEN TO SATISFY REQUIREMENT
11. One or more of the firm's attorneys completed at least 2 hours of MCLE requirements for elimination of bias in the last calendar year.		
12. One or more 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. <i>Name at least one course.</i>		
13. Hosted a seminar in Contra Costa County on topics promoting/encouraging diversity (other than CCCBA's program). <i>Please indicate name of program and presenter.</i>		
14. One or more of the firm's attorneys participated in seminars on topics promoting/encouraging diversity (other than a CCCBA program). <i>Name at least one course.</i>		
B. EXTERNAL DIVERSITY COMMITMENTS	COMPLETE	ACTION TAKEN TO SATISFY REQUIREMENT
1. Actively supported the efforts of CCCBA to diversify the practice of law. <i>Please detail actions taken.</i>		
2. Provided legal services to marginalized community members in Contra Costa County, outside of your paid practice. <i>Please indicate who the services were for and what services were provided.</i>		
3. One or more of the firm's attorneys mentored local diverse youth. <i>Briefly describe and name attorney(s).</i>		
4. One or more of the firm's attorneys have volunteered at a Lawyers in the Library clinic or free legal workshop. <i>Please indicate the clinic/workshop.</i>		
5. One or more of the firm's attorneys were active member(s) in a minority bar association (does not include CCCBA's Womens Section). <i>Please indicate which minority bar association(s).</i>		
6. Firm paid attorney and/or staff membership and/or event fees in minority bar associations. <i>Please list bar association(s).</i>		
7. One or more of the firm's attorneys attended a minority bar event in the past year. <i>Please list at least one association and event.</i>		
8. Hosted a diversity event at your office which included attorneys who are not members of your firm. <i>Please describe.</i>		
9. Attorney(s) in the office was assigned and attended at least 3 CCCBA DEI Committee meetings. <i>Please name the attorney(s).</i>		
10. Attorney(s) in the office actively participated in a DEI Subcommittee. <i>Please name the attorney(s) and subcommittee.</i>		
11. Attorney in the firm was a mentor to a diverse new attorney or law student. <i>Please name attorney and mentee.</i>		
12. Attorney in the firm volunteered for mock trial or moot court program in Contra Costa County. <i>Please name attorney.</i>		
13. Attorney in the firm coached a mock trial team in Contra Costa County. <i>Please name the school and attorney. (3 points)</i>		
14. Attorney in the firm coached a mock trial team in an under-represented community in Contra Costa County. <i>Please name school, community and attorney. (5 points)</i>		

B. EXTERNAL DIVERSITY COMMITMENTS (continued)	COMPLETE	ACTION TAKEN TO SATISFY REQUIREMENT
15. One or more of the office's attorneys attended a CCCBA Women's Section event. <i>Please list at least one of the activities and attorney(s).</i>		
16. One or more of the office's attorneys attended a CCCBA Senior Section event. <i>Please list at least one of the activities and attorney(s).</i>		
17. One or more of the office's attorneys attended a CCCBA Pro Bono Committee event. <i>Please list at least one of the activities and attorney(s).</i>		
18. One or more of the office's attorneys participated in planning activities for the CCCBA Women's Section. <i>Please list at least one of the activities and attorney(s).</i>		
19. One or more of the office's attorneys participated in planning activities for the CCCBA Senior Section. <i>Please list at least one of the activities and attorney(s).</i>		
20. One or more of the office's attorneys participated in planning activities for the CCCBA Pro Bono Committee. <i>Please list at least one of the activities and attorney(s).</i>		
21. Attorney at the firm volunteered as a court tour docent teaching 5th & 8th grade students about our judicial system. <i>Please name the attorney.</i>		
22. Attorney in the office spoke about legal diversity issues at a PTA/PTO meeting in Contra Costa County. <i>Please identify the school and issues and name attorney(s).</i>		
23. 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. <i>Please identify the school and name attorney(s).</i>		
24. Attorney in the firm taught citizenship classes in Contra Costa County. <i>Please name the attorney.</i>		
25. Firm offered Pro Bono translation services in Contra Costa County. <i>Please briefly describe services provided.</i>		
26. One or more of the firm's attorneys volunteered at Juvenile Hall in Contra Costa County. <i>Please describe volunteer activities and name attorney(s).</i>		
27. Firm took on a case for an organization that promotes diversity. <i>Please identify the organization and type of case.</i>		
28. Firm took on a Pro Bono case for a local diverse client. <i>Please briefly describe.</i> Must be a different case from B27.		
29. Firm offered a scholarship to pay for LSAT prep fees/test fees for a diverse student from Contra Costa County. <i>Please indicate amount of scholarship.</i>		
30. Firm partnered with a school with diverse student enrollment. <i>Please identify school and describe activities in which the firm participated.</i>		
31. One or more of the firm's attorneys volunteered with CASA or a similar advocacy program which works in the courts. <i>Please specify the program and name attorney(s).</i>		
32. One or more of firm's attorneys acted as a child advocate with CASA or a similar advocacy program which works in the courts. <i>Please specify the program and name attorney(s).</i> (3 points)		

B. EXTERNAL DIVERSITY COMMITMENTS (continued)	COMPLETE	ACTION TAKEN TO SATISFY REQUIREMENT
33. One or more of the firm's attorneys mentored a diverse high school or college student from Contra Costa County interested in a law career. <i>Please identify student's school, attorney(s) and briefly describe mentoring.</i>		
34. Firm showed commitment to social justice and equity issues outside of paid practice area. <i>Please describe activity and organization (if applicable).</i>		
35. One or more of the firm's attorneys served as DEI liaison to a substantive law section for CCCBA. <i>Please list attorneys and section(s).</i>		
36. One or more of the firm's attorneys volunteered for non-CCCBA organizations that promote diversity or aim to assist diverse populations. <i>Please name attorneys and organizations and describe activity.</i>		
37. Firm contributed financially to CCCBA and/or its committees or sections that promote diversity or are aimed to assist diverse populations (excluding dues payments). <i>Please describe.</i>		
38. Firm contributed financially to non-CCCBA organizations that promote diversity or are aimed to assist diverse populations. <i>Please name organization(s).</i>		
39. One or more of the firm's attorneys served on a committee (not associated with CCCBA) within a legal organization focused on advancement of diversity and inclusion in the legal profession. <i>Please list attorneys, organizations, committees.</i>		
40. One or more of the firm's attorneys served on the board of an organization (other than CCCBA) focused on advancement of diversity and inclusion in the legal profession. <i>Please list attorneys and organizations.</i>		
41. One or more of the firm's attorneys wrote or published an article on the subject of diversity and inclusion. <i>Please list publication/article and author.</i>		
42. One or more of the firm's attorneys was a speaker or featured panelist on a program focused on diversity and inclusion. <i>Please list topic, program and attorney(s).</i>		
43. One or more of the firm's attorneys volunteered in an organization, other than the CCCBA, focused on advancement of diversity and inclusion in the legal profession. <i>Please list attorney(s) and organization(s).</i>		
44. One or more of the firm's attorneys served on a state board or committee designed to increase diverse attorneys in the legal profession. <i>Please list attorney(s) and board/committee(s).</i>		
45. One or more of the firm's attorneys belonged to a professional organization (other than CCCBA) focused on advancement of diversity and inclusion in the legal profession. <i>Please name organization.</i>		
46. Firm received an award from a third party (other than CCCBA) in the past year recognizing efforts to increase diversity in the legal profession. <i>Please name organization and award received.</i>		
47. An attorney in your firm was recognized by a third party (other than CCCBA) in the past year for his or her diversity efforts. <i>Please name attorney and organization.</i>		

48. A member of the firm provided mentorship to a firm that had not previously received a CCCBA Diversity Award. <i>Please name the firm mentored and the attorney mentor.</i>		
C. INTERNAL DIVERSITY COMMITMENTS	COMPLETE	ACTION TAKEN TO SATISFY REQUIREMENT
1. Signed on or re-pledged to CCCBA's Diversity Initiative. <i>Please attach, if not previously provided with prior submissions.</i>		
2. Signed onto a state or county bar association diversity and inclusion initiative other than CCCBA's. <i>Please provide name of bar association.</i>		
3. Active recruitment to strengthen number of diverse attorneys and staff. <i>Please describe.</i>		
4. One or more of the firm's attorneys read (or listened to) books or podcasts about cultural competency, social justice, diversity. <i>Please provide examples and name attorney(s).</i>		
5. Have a written diversity and inclusion policy. <i>Please attach or provide link.</i>		
6. Have a written pipeline initiative to increase diverse attorneys in your firm. <i>Please attach or provide link.</i>		
7. Encouraged and promoted the hiring of diverse experts and vendors at your firm.		
8. Set goals for firm diversity efforts. <i>Indicate goals set.</i>		
9. Maintained metrics on firm diversity efforts. <i>Please indicate type of statistics kept.</i>		
10. Diversity is a stated core or primary value of your firm. <i>Please provide link or attach documentation.</i>		
11. Researched through CCCBA the steps firm can take to establish programs to increase diversity. <i>Please describe.</i>		
D. RECRUITING & RETENTION	COMPLETE	ACTION TAKEN TO SATISFY REQUIREMENT
1. One or more of the firm's attorneys are diverse.		
2. Firm owner is diverse.		
3. Positions of employment and/or internships were offered to members of diverse communities.		
4. Law firm was certified as a minority/women owned/disabled or LGBTQ+ business. <i>Please attach certification.</i>		
5. Had members of diverse communities on your legal staff.		
6. Advertised job openings with Bay Area minority bar associations. <i>Please list association(s).</i>		
7. Had a law clerk through a diversity opportunity program, such as Bay Area Minority Summer Clerkship Program (BAMSCP) clerk in your office this year. <i>Identify the program and first name of clerk.</i>		
8. Any other diversity-related activities not already included in this checklist. <i>Please describe.</i>		
Totals		

CERTIFICATION:

I am the owner of the firm completing this 2023 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 DEI Committee member as to any action the firm has taken to satisfy any such requirement.

Signature

Date

Print Name

Title

Due Date: December 1, 2023

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