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Due Date: December 2, 2024  
 Submit to: Jody Iorns, Executive Director, CCCBA  
 jiorns@ccbba.org

## CCCBA 2024 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.
- The term “**local**” in this checklist refers to the following counties: Alameda, Contra Costa, Marin, San Joaquin & Solano

- The term “**hosted**” means that the firm was responsible for coordination of the event.

- 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.

Unless stated otherwise, the completed tasks are based on the entire firm's performance during 2024, not on a specific office. The tasks must have been undertaken during the current

calendar year. Only one submission per firm is allowed. Be sure to read each requirement and answer thoroughly.

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 – 55 tasks
- Gold – 44 tasks
- Silver – 33 tasks
- Bronze – 20 tasks
- First-time entrant – 15 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. Contra Costa County office held events at least quarterly to increase diversity and awareness. <i>Please describe.</i>		
3. Have an internal diversity and liaison structure to ensure heightened awareness of diversity. <i>Please describe.</i>		
4. At least 50% of the local office attorneys participated in a firm-hosted diversity-oriented podcast or program. <i>Please provide link to podcast or program.</i>		
5. Implemented a training strategy including a requirement that all employees take unconscious bias training. <i>Please identify the training.</i>		
6. Financially supported at least one CCCBA DEI Committee program this year. <i>Please list program(s).</i>		
7. At least 50% of the firm's attorneys participated in at least one CCCBA DEI Committee-sponsored program this year. <i>Please list program(s).</i>		
8. At least 50% of the firm's attorneys participated in a CCCBA DEI Committee MCLE program. <i>Please list program(s).</i> Must be a different program from any listed in A7.		
9. At least 50% of the firm's attorneys completed at least 2 hours of MCLE requirements for elimination of bias in the last calendar year. <i>Explain how this is documented.</i>		

<b>A. EDUCATION, TRAINING &amp; COMMUNICATIONS</b> (continued)	<b>COMPLETE</b>	<b>ACTION TAKEN TO SATISFY REQUIREMENT</b>
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 attorney(s).</i>		
11. Hosted a CCCBA DEI Committee continuing education program. <i>Please list date(s) and program(s).</i>		
12. 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. <i>Explain how this is documented. 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. At least 50% of the firm's attorneys participated in seminars on topics promoting/encouraging diversity (other than CCCBA's program). <i>Explain how this is documented. Name at least one course.</i>		
<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. <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. At least 50% of the local office's attorneys have volunteered at a Lawyers in the Library clinic or Free Legal Workshop. <i>Please indicate the clinic/workshop and name attorney(s).</i>		
4. 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). <i>Explain how this is documented.</i>		
5. Firm paid attorney and/or staff membership and/or event fees in minority bar association(s). <i>Please list bar association(s).</i>		
6. At least 50% of the firm's attorneys attended a minority bar event in the past year. <i>Please list at least one event/bar association. Explain how this is documented.</i>		
7. Hosted a diversity event at local office which included attorneys who are not members of your firm. <i>Please describe.</i>		
8. Attorney in the local office was assigned and attended at least 3 DEI Committee meetings. <i>Please name attorney.</i>		
9. Attorney in the local office actively participated in a DEI subcommittee. <i>Please name attorney.</i>		
10. Attorney in the local office was a mentor to a local diverse new attorney or law student. <i>Please name attorney and mentee.</i>		
11. Attorney in the firm was a mentor to a local diverse new attorney or law student (must be different person than listed in B9). <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>		

<b>B. EXTERNAL DIVERSITY COMMITMENTS</b> (continued)	<b>COMPLETE</b>	<b>ACTION TAKEN TO SATISFY REQUIREMENT</b>
14. Attorney in the firm coached a mock trial team in an under-represented community in Contra Costa County. <i>Please name the school, the community and attorney. (5 points)</i>		
15. At least 50% of the office's attorneys attended a Women's Section event. <i>Please list at least one of the activities and attorney(s).</i>		
16. At least 50% of the office's attorneys attended a Senior Section event. <i>Please list at least one of the activities and attorney(s).</i>		
17. At least 50% of the office's attorneys attended a Pro Bono Section event. <i>Please list at least one of the activities and attorney(s).</i>		
18. Attorney at the firm volunteered as a court tour docent teaching 5th & 8th grade students about our judicial system. <i>Please name the attorney(s).</i>		
19. Attorney in the office spoke about legal diversity issues at a PTA/PTO meeting in Contra Costa County. <i>Please identify the school, the issue(s) and name attorney(s).</i>		
20. 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>		
21. Attorney in the firm taught citizenship classes in Contra Costa County. <i>Please name the attorney.</i>		
22. Firm offered Pro Bono translation services in Contra Costa County. <i>Please briefly describe services provided.</i>		
23. At least one of the firm's attorneys volunteered at Juvenile Hall in Contra Costa County. <i>Please name the attorney and volunteer activities.</i>		
24. Firm took on a case for an organization that promotes diversity. <i>Please identify the organization and type of case.</i>		
25. Firm took on a Pro Bono case for a local diverse client. <i>Please briefly describe. Must be different case from B2.</i>		
26. 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>		
27. Firm partnered with a school in Contra Costa County with diverse student enrollment. <i>Please identify school and describe activities that firm participated in.</i>		
28. Local office partnered with a school with diverse student enrollment. <i>Please identify school and describe activities that firm participated in.</i>		
29. At least one attorney of the firm volunteered with CASA or a similar advocacy program which works in the courts. <i>Please specify program and name of attorney(s).</i>		
30. At least one attorney of the firm acted as a child advocate with CASA or a similar advocacy program which works in the courts. <i>Please specify program and name of attorney(s).</i>		
31. At least 50% of the firm's attorneys mentored local diverse youth. <i>Briefly describe.</i>		
32. At least one attorney of the firm 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>		

<b>B. EXTERNAL DIVERSITY COMMITMENTS</b> (continued)	<b>COMPLETE</b>	<b>ACTION TAKEN TO SATISFY REQUIREMENT</b>
33. Firm showed commitment to social justice and equity issues outside of paid practice area. <i>Please describe activity and organization (if applicable).</i>		
34. At least one of the local office's attorneys served as DEI liaison to a substantive law section for CCCBA. <i>Please list attorneys and section(s).</i>		
35. At least 10% 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.</i> (Please note firms can choose B34 or B35 but not both.)		
36. At least 20% 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.</i> (Please note firms can choose B34 or B35 but not both.)		
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. At least one attorney of the firm 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 attorney(s), organization(s) and committee(s).</i>		
40. At least one attorney of the firm 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. At least one attorney of the local office wrote or published an article on the subject of diversity and inclusion. <i>Please list publication/article and author.</i>		
42. At least one attorney of the local office was a speaker or featured panelist on a program focused on diversity and inclusion in the legal profession. <i>Please list topic, program and attorney(s).</i>		
43. 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. <i>Please list attorney(s) and organization(s).</i>		
44. At least one attorney of the firm 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. At least 50% 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(s).</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.</i>		

<b>B. EXTERNAL DIVERSITY COMMITMENTS</b> (continued)	<b>COMPLETE</b>	<b>ACTION TAKEN TO SATISFY REQUIREMENT</b>
47. An attorney of the firm was recognized by a third party (other than CCCBA) for his/her diversity efforts. <i>Please name attorney and organization.</i>		
48. An attorney of the firm raised awareness outside the firm in a substantive manner about the need for diversity in presenters. <i>Please name the attorney and topic.</i>		
49. 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 attorney mentor.</i>		
<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. <i>Please attach.</i>		
2. Signed onto a state or county bar association diversity and inclusion initiative other than CCCBA's. <i>Please list name of bar association.</i>		
3. Active recruitment to strengthen number of diverse attorneys and staff. <i>Please describe.</i>		
4. Management committee had at least one diverse partner.		
5. Researched through CCCBA steps the firm can take to establish programs to increase diversity. <i>Please describe.</i>		
6. Adopted diverse attorney recruitment procedures for hiring. <i>Please describe or include link.</i>		
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 10% of the local office attorneys read (or listened to) books or podcasts about cultural competency, social justice, diversity. <i>Please provide examples and name attorney(s).</i>		
10. Has a written diversity and inclusion policy. <i>Please attach or provide link.</i>		
11. Has a pipeline initiative to increase diverse attorneys in your firm. <i>Please attach or provide link.</i>		
12. Has an established diversity committee within your firm. <i>Please attach information or provide link.</i>		
13. Encouraged and promoted the hiring of diverse experts and vendors at your firm.		
14. Maintained metrics on firm diversity efforts. <i>Please describe types of statistics kept.</i>		
15. Set goals for firm diversity efforts. <i>Please indicate goals set.</i>		
16. Recognized the diversity efforts of firm attorneys. <i>Please describe.</i>		
17. Diversity is a stated core or primary value of your firm. <i>Please provide link or attach documentation.</i>		
<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. <i>Briefly explain.</i>		

D. RECRUITING & RETENTION (continued)	COMPLETE	ACTION TAKEN TO SATISFY REQUIREMENT
2. Joined minority bar associations and organizations to take advantage of recruiting opportunities. <i>Please list association(s).</i>		
3. As a percentage of overall attorneys in your firm, your firm had at least 10% diverse attorneys. <i>Please specify percentage or provide numbers.</i>		
4. As a percentage of overall attorneys in your firm, your firm had at least 20% diverse attorneys. <i>Please specify percentage or provide numbers.</i>		
5. Firm ownership had at least 10% diverse attorneys. <i>Please specify percentage or provide numbers.</i>		
6. Firm ownership had at least 20% diverse attorneys. <i>Please specify percentage or provide numbers.</i>		
7. Positions of employment and/or internships were offered to members of diverse communities.		
8. Law firm was certified as a minority/women owned/disabled or LGBTQ+ business. <i>Please attach certification.</i>		
9. Has diverse attorneys on your executive or management committee.		
10. Has members of diverse communities on your legal staff. <i>Please state percentage of legal staff that are diverse.</i>		
11. Ensured that diverse attorneys shared responsibility for recruiting and interviewing both new and lateral hires.		
12. Established a formal mentoring program for mentoring of junior associates. <i>Please provide detail.</i>		
13. Advertised job openings with Bay Area minority bar associations. <i>Please list associations.</i>		
14. Firm hired a law clerk this year through a diversity opportunity program, such as Bay Area Minority Summer Clerkship Program (BAMSCP). <i>Identify the program and first name of clerk.</i>		
15. Any other diversity-related activities not already included in this checklist. <i>Please describe.</i>		
<b>Totals</b>		

**CERTIFICATION:**

I am the managing partner or owner of the firm completing this 2024 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 2, 2024**

Please submit to Jody Iorns, Executive Director  
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 jjorns@cccba.org; fax (925) 686-9867