



Practice Groups of the Year

Frequently Asked Questions

Can I have an extension?

- We cannot accept late submissions under any circumstances. All requests for extensions past the final deadline will be denied.

Can I submit confidential information?

- No. We no longer accept confidential information as part of our awards process. Please keep in mind that anything you submit will be considered fair game for us to write about if your group is chosen..

How do I submit a practice group?

- Follow [this link](#) to fill in our online submission form. Choose "Practice Group of the Year" from the dropdown menu. You must fill out the online submission form in order to be considered. If this is your first time submitting for an award in recent months, you'll be asked to create a login for the site.

What if I don't receive an email confirming my submission to the online form?

- Do not submit again. First, check your spam folder and update your security settings. If that fails, email series@law360.com for confirmation.

Can I save my work?

- Yes. Our new award platform, which we plan to use going forward, allows you to save your in-progress submissions and come back to them, and see and manage all the submissions you've created.

What is the word limit? Can I go over the limit?

- The total word limit for the form is 1,500 words. There is space on the submission for to describe five significant matters, achievements or wins by the firm during the time frame, as well as a space for any other work-related matters for the group you think we should know about. You may not go over the word limit - it is hard coded into the form, so you'll be cut off if you reach it.

What is the time frame for accomplishments being nominated?

- You may nominate things the practice group did between Oct. 1, 2018 and Oct. 15, 2019. There is space on the form to indicate when the matter occurred.

How many practice groups can my firm submit?

- Each firm may submit up to 15 practice groups.

What's the best way to present this information?

- Be sure to include the date, the significance, and the role the firm played (lead counsel, local counsel, etc.). If multiple firms worked on a matter you are discussing, be clear about the role that your firm played. If possible, mention other firms that worked on the matter. Don't overstate the role that your firm played.
- Remember when crafting the submission that we are approaching this from a news perspective. We're looking for big wins and compelling, interesting stories that will make for a good profile of the winner.
- Be specific. The firm might be handling important cases, but if you can't point to specific achievements, tell us why they matter or give us enough information to tell a compelling story, it's unlikely the group will be chosen.
- When describing specific matters, tell us why they matter. Was there something particularly challenging the group had to overcome? Was it a bet-the-company matter? Did the case have an impact on a particular industry or area of the law? Matters that have impact outside the four corners of a case generally hold the most sway with editors.
- Editors give preference to developments that are more final in nature. So, while surviving a motion to dismiss a big case is noteworthy, we might wait to see how the case shakes out before deciding to recognize a practice group for its representation in the matter (since the group could still lose the case).
- You can include new high-profile matters the group has been hired on, but those are more icing on the cake for editors. The decisions are generally made based on specific wins or deals, not just the fact that the group is on a high-profile case.
- If a matter is a settlement, be as clear as you can about how the settlement was beneficial to the client. Please try to give editors the context they need to understand how the settlement was favorable.

Can we submit a group that has won before?

- Yes, we will consider candidates who have won in the past, but please do not highlight the same matters in the submission. We will not credit groups for the same matters two years in a row, unless there have been significant new developments or victories in the relevant time frame.

Can I include litigation and transactional matters in the same submission?

- Yes. Please only submit each group once. You can include litigation and transactions in the same practice group submission. Some practice groups are more of a mix of the two than others. For example, "competition" is both antitrust litigation and transactional work.

Can pro bono matters be included?

- Yes, if they are relevant to the practice area.

Can international matters be included?

- Yes. Matters can be overseas, and/or include issues on which overseas offices have worked. Foreign matters are not weighted differently. Some categories tend to have more international work than others.

How should the submission treat settlements?

- You should feel free to include cases that end in settlement. As with all matters, just take care to explain the significance of the case and the resolution reached, and why the settlement should be considered favorable to your client.

What about important legal wins that could apply to two different Law360 practice areas?

- When you have matters that can apply to two categories, you may submit them for both categories.

Should I identify specific attorneys in the submissions?

- No, you don't need to identify specific attorneys when highlighting matters.

How does Law360 evaluate the submissions?

- There are no major changes in our methodology from last year. Winners will generally be selected based on the following criteria:
 - The significance of the litigation wins or deals worked on;
 - The size and complexity of the litigation wins or the deals worked on; and
 - the number of significant, large or complex deals the firms worked on or lawsuits the firm had wins in.

Should I include links?

- No. Please include case names and courts, but no outside links - the judges are unable to open them. There is also no need to link to Law360 or other media coverage.

Do you take outside awards or rankings into account?

- No. In fact, since word count is limited, we advise not mentioning these and focusing on the matters of significance for the practice group over the past year.

How many winners will Law360 choose?

- We will usually choose between 3 and 5 winners per practice area, though it depends on the volume and quality of submissions.
- Not all categories are guaranteed to have winners. It depends on the quality of submissions we receive.

When and how will I find out if my nominee is selected?

- The person who submits the group will be notified by Law360 of whether the nominee was selected.
- We will inform people of the editors' decisions via email.

Any tips specific to certain practice groups?

Here are some answers to questions that frequently come up in a number of different practice Areas. For a full list of our practice areas, [see here](#).

- Sports can include endorsement deals.
- P3s could be environment, government contracts, or project finance. Depending on the industry, it could also be transportation or energy.
- Structured transactions would fit within our capital markets category.
- The securities category should include litigation and enforcement work.
- The banking category can include debt financing and financial services litigation.
- Our trials category can include settlements and dismissals. We will give more weight to verdicts.
- The white collar section can include DOJ civil settlements.
- The product liability category can include work for defendants or plaintiffs. They are weighted equally.
- The sections that typically receive the most nominations are securities, intellectual property, competition, employment, and M&A.
- The sections that typically receive the fewest nominations are consumer protection, aerospace & defense, food & beverage and retail & e-commerce.
- There is no public policy category in this series.

If you don't see an answer to your question here, please email series@law360.com.