



Clerical Checklist for Submitting New Fellow Nominations

Please submit required materials as separately-scanned, individually-titled documents.

(A) Use the following naming convention for file or scan titles:

[Last name of nominee] space [two-letter state abbreviation, in caps within parentheses] space [type of nomination document]. For example: **Smith (TX) Proposal**.

The nomination documents are: **Proposal, Proposer Letter, Resume, Written Materials, Seconds.**

For seconding letters (there should be at least *two*), add a dash and the last name of the ACREL Fellow submitting the letter; for example: **Smith (TX) Second – Jones**

(B) The order in which the documents should be assembled and submitted is:



Proposal The two-page nomination form; check that the form is signed.



Proposer letter



Resume Note that there is a *required format* for form of [ACREL Resume](#). Attachments such as Martindale-Hubbell listing, firm website biography, etc. should be noted in the Resume and appended to the same document. Please do not submit such attachments as separate documents.



Written Materials Please use the same naming convention as above; for example: **Smith (TX) Written Materials**. Send each individual publication, article, etc. as a separate document, adding sequential numbers to the file name if more than one is submitted. *Do not append to the nominee's Resume.*



Seconds Each seconding letter must include the required certification (for form of seconding letter [click here.](#))

Send the *complete* set of nominations materials to memberselection@acrel.org, attaching each document as a separate file. If one or more seconding letters are not available for inclusion in your single transmission with other nominating documents but will be submitted separately, *include in your cover email* sending the documents the *name(s) of the ACREL Fellow(s) who will submit seconding letters.*