

A New member is nominated for membership by a current LEGUS member through the following process:

1. The LEGUS member submits a nomination form to Sandra Boyer or sends Sandra an email with all relevant information regarding the firm being nominated along with a contact person within the firm.
2. Sandra reviews the nominated firm's website to determine if the firm matches the LEGUS criteria.
3. Sandra will conduct due diligence regarding the nominated firm.
4. Sandra will open a file for the nominated firm and enter all relevant information into the file.
5. Sandra will make a final determination as to whether the firm meets the established LEGUS member criteria.
6. Sandra will review the International and Domestic Geographic Index to determine the geographic status and compare to the nominated firms requested jurisdictions.
7. If the firm meets the criteria she will move forward with the recruitment process.

8. If the firm does not meet the criteria or there is a conflict with a current LEGUS member, Sandra will either decline the firm's nomination or take the nomination to the Advisory Board for review.
9. Sandra may contact LEGUS members in the region to determine if they are familiar with the nominated firm or for comments regarding the nominated firm.
10. Sandra will contact the LEGUS member who nominated the firm to determine the best process by which to contact the nominated firm.
11. At the appropriate time, Sandra will contact the nominated firm either by email or by phone to determine their interest in membership and to provide further information.
12. Sandra may ask the current LEGUS member who nominated the firm to follow up with the nominated firm after she has contacted them.
13. Sandra will continue to follow up until the firm either joins or declines or there is no return communication.