

HOW TO PARTICIPATE IN THE SELECTION PROCESS

The patented Super Lawyers® Selection Process involves nominations, independent research, and peer review.

There are several ways you can get involved: *

1. Update your profile information on SuperLawyers.com
2. Email biographical information to the research team at SL-research@tr.com
3. Nominate your peers

***Please note:** While step 1 or 2 can improve consideration, completing any of these steps does not guarantee selection to a Super Lawyers or Rising Stars list.

LOGIN TO SUPERLAWYERS.COM

SuperLawyers.com is where all practicing and licensed attorneys can go to participate in the selection process. Follow the steps below to sign in for the first time to SuperLawyers.com:

Step 1



On the SuperLawyers.com homepage, go to the 'Lawyer Login' dropdown at the top right and click the 'Manage my account' link. On the next page, click the 'Create Account' link.

SUPERLAWYERS.COM LOGIN

Step 2



Fill out the form and be sure to keep the subject line 'First Time User – Create Account.' After submitting the form, you will receive an email from Super Lawyers within 1-2 business days. You will also receive an email from access.info@thomsonreuters.com with instructions for creating your password.

ACCESS REQUEST

Step 3

Once you receive the email, proceed with the directions on how to complete your Thomson Reuters account setup. Return to SuperLawyers.com 'Lawyer Login' to login with your Thomson Reuters account.



THOMSON REUTERS®

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UPDATE YOUR PROFILE INFORMATION

While nominations are important in building the candidate pool, they are not the only factor considered in being selected to a Super Lawyers or Rising Stars list. Our research team searches for lawyers who have attained honors, results, or credentials which indicate a high degree of peer recognition and professional achievement. Submitting your credentials, accomplishments, and information about your practice on SuperLawyers.com is the easiest way to enhance your visibility to the Super Lawyers research team.

Step 1

Once logged in to SuperLawyers.com, you will be directed to your Dashboard page. Click the grey 'Edit Your Information' button in the bottom right corner near your picture.



USER INFORMATION MANAGER ON SUPERLAWYERS.COM

The screenshot shows the Super Lawyers Dashboard. On the left, under 'Items Needing Attention', are buttons for 'Nominate Peers', 'Upgrade Profile', and 'Add Focus Areas'. On the right, a profile card for 'Jane Doe' is shown with contact information. At the bottom of the profile card, the 'Edit Your Information' button is circled in blue.

Step 2

Update your biographical or contact information, as well as designate Practice Areas that apply to your legal practice.

Once complete, click the 'Save' button to submit.



SUBMIT YOUR INFORMATION IN THE USER INFORMATION MANAGER

The screenshot shows the 'USER INFORMATION MANAGER' page. It has a progress bar with two steps: '1 USER INFORMATION' (circled in blue) and '2 RESEARCH EVALUATION CATEGORIES'. The 'User Information' section is expanded, showing 'Basic Information' with fields for 'First Name' (Jane) and 'Last Name' (Doe).

Step 3

Next, at the top of the page, click 'Research Evaluation Categories' and scroll down the page to edit any of the missing or incomplete information. Click 'Add Item' in any of the categories to add your information. **This is the most important section to keep updated for the research process**, as these categories represent the 12 factors considered in the Super Lawyers research process.

Your updates will be taken into consideration during the research process. **Please Note:** The research team focuses on the most recent five years of your practice.



ADD IN PRACTICE INFORMATION

The screenshot shows the 'USER INFORMATION MANAGER' page. The progress bar shows '1 USER INFORMATION' completed and '2 RESEARCH EVALUATION CATEGORIES' (circled in blue) in progress. The 'Research Evaluation Categories' section is expanded, showing a list of categories and a 'Save' button at the bottom.

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NOMINATE YOUR PEERS

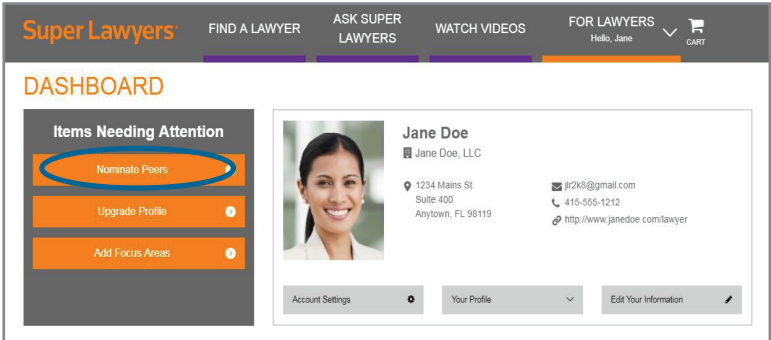
Super Lawyers invites attorneys in each state to nominate the top attorneys they’ve personally observed for consideration to the Super Lawyers and Rising Stars lists. To learn more about how and when to nominate for your state, visit [SuperLawyers.com/for-lawyers/nominations/](https://www.superlawyers.com/for-lawyers/nominations/).

Step 1

Once logged in to SuperLawyers.com, click the ‘Nominate Peers’ button under the ‘Items Needing Attention’ section on the left side of your dashboard, or click ‘Add/Edit Nominations’ in Quick Links.



CLICK ‘NOMINATE PEERS’ BUTTON ON DASHBOARD

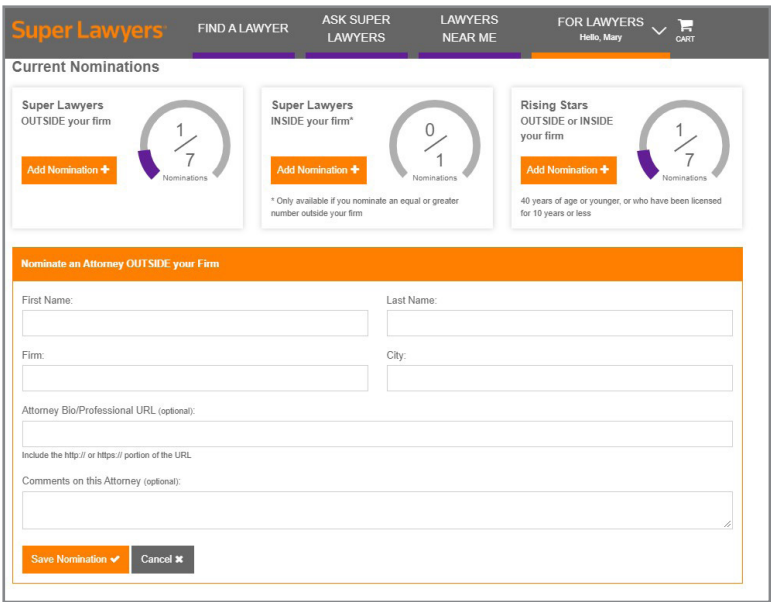


Step 2

To nominate an attorney, click the ‘Add Nomination +’ button in an available category to open the nominate box. Fill in their name, firm, and city. You may also add comments and a URL. Once complete, click the ‘Save Nomination’ button.



NOMINATE PEERS BY CLICKING ‘ADD NOMINATION +’ IN A CATEGORY



ATTORNEY NOMINATION GUIDELINES:

- You may nominate a maximum of 21 lawyers, limited to seven in-firm nominations, seven out-of-firm nominations, and seven Rising Stars nominations.
- In-firm nominations are counted only if you nominate an equal or greater number of lawyers outside of your firm.
- No “campaigning” or soliciting nominations from other lawyers is allowed. Those nominations may be disregarded and lead to disqualification.
- Base your nominations on first-hand knowledge, rather than reputation, for example, opposing counsel, co-counsel, or someone you have observed in court or during a transaction.

The nomination process is the first step of a multiphase selection process. Nominations will remain confidential.



All saved nominations are automatically submitted on the date listed at the top of the page. Return at any time prior to this date to add to or edit your nominations. *Your prior year’s nominations are displayed to help you more easily indicate attorneys you choose to re-nominate.

Type	First Name	Last Name	Firm	City	
OUTSIDE your Firm	First Name	Last Name	Firm Name	Example	Edit Delete
Rising Stars	First Name	Last Name	Firm Name	Example	Edit Delete

