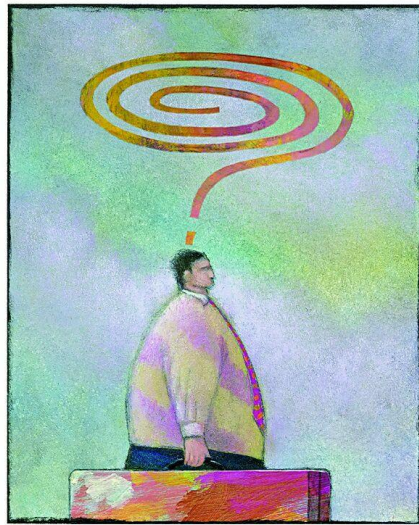


# Utah State Bar



## **INITIAL MEETING GUIDE**

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for use during the initial meeting between the  
Mentor and New Lawyer

Resources for  
New Lawyers and Mentors

# NEW LAWYER TRAINING PROGRAM



## INITIAL MEETING GUIDE

WHAT	MENTOR	NEW LAWYER
Come prepared	Learn what you can about your new lawyer prior to your initial meeting.	Learn what you can about your mentor prior to your initial meeting.
Tell mentor's career story	Tell mentor's career story. Tell a brief career story, including a description of your mentors and their lessons. If you lacked mentors, describe how it impacted your career.	Listen. Ask questions.
Discuss new lawyer's needs	Discuss. Listen. Ask questions.	Explain your career goals, including practice areas of interest to you.
Review enrollment process and compliance deadlines	Explain—clearly—the enrollment process and the compliance deadlines.	Acknowledge your understanding of the enrollment process and compliance deadlines.
Review the application and forms on-line @ <a href="http://www.utahbar.org/nltp">www.utahbar.org/nltp</a>	Determine whether you have submitted a Mentor Volunteer Form and are currently serving as an appointed mentor. If you are not currently serving under a term of appointment, be prepared to execute a Mentor Volunteer Form and give it to your new lawyer for submission along with other pertinent documents.	Review the application and forms on-line @ <a href="http://www.utahbar.org/nltp">www.utahbar.org/nltp</a> in advance. Be ready to prepare and assemble the pertinent documents.
Determine if your firm or organization has a Master mentoring plan on file. (See next item below if no Master mentoring plan is in place.)	Confirm that the existence of a master mentoring plan for your organization removes the need for your new lawyer and mentor to individually prepare and submit a written plan. (See next item below if no Master mentoring plan is in place.)	(See next item below if no master mentoring plan is in place.)

