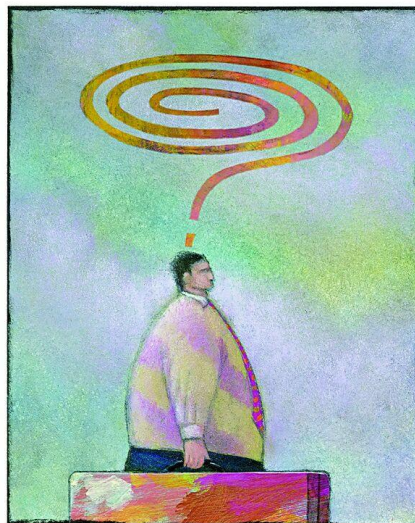


Utah State Bar



NLTP: A STEP-BY-STEP GUIDE

Resources for
New Lawyers and Mentors

NEW LAWYER TRAINING PROGRAM



ITEM	WHO	WHAT	✓
(1)	New Lawyer	<ul style="list-style-type: none"> Receives “pass letter” and certificate of eligibility for admission to practice from the Office of Bar Admissions. 	
(2)	Supreme Court Justice	<ul style="list-style-type: none"> Administers oath of admission to practice law in Utah to new lawyer. 	
(3)	Utah State Bar	<ul style="list-style-type: none"> Provides forms on the Utah State Bar website <i>www.utahbar.org</i> 	
(4)	New Lawyer’s Employer	<ul style="list-style-type: none"> Designates mentor for new lawyer, with new lawyer’s input, for inside mentoring. 	
(5)	New Lawyer	<ul style="list-style-type: none"> Nominates mentor (on NLTP form) for outside and inside mentoring. Submits NLTP enrollment form to Utah State Bar. 	
(6)	NLTP Administrator	<ul style="list-style-type: none"> If new lawyer nominates mentor whose appointment status with Utah Supreme court is current, then skip to Timeline Item 16. If new lawyer nominated mentor is not currently serving as an appointed mentor by Utah Supreme Court, then proceed to Timeline Item 10. 	
(7)	Mentor	<ul style="list-style-type: none"> Completes Mentor Volunteer Form (see Appendix of Forms). Submits Volunteer Form to program. 	
(8)	NLTP Administrator	<ul style="list-style-type: none"> Screens volunteer for minimum qualifications. Forwards volunteer’s name to Utah Supreme Court for appointment consideration. 	
(9)	Utah Supreme Court	<ul style="list-style-type: none"> Considers qualifications and, if satisfactory, appoints mentor for one (1) year term. 	
(10)	NLTP Administrator	<ul style="list-style-type: none"> Forwards Utah Supreme Court appointment certificate to mentor. Confirms assignment of mentor to new lawyer. 	
(11)	New Lawyer	<ul style="list-style-type: none"> Initiates contact with mentor to begin mentoring activities. (It is new lawyer’s responsibility to initiate contact and begin process.) 	

NEW LAWYER TRAINING PROGRAM



WHO	WHAT	✓
(12) Mentor & New Lawyer	<ul style="list-style-type: none">• Convene the initial meeting. Use the initial meeting guide in this Manual to set a timetable for devising a written mentoring plan and assembling all pertinent documents for submission to NLTP. (See Model Mentoring Plan at www.utahbar.org/nltp.)	
(13) New Lawyer	<ul style="list-style-type: none">• Submits mentoring plan and all pertinent documents to NLTP within 90 days of item 1.	
(14) NLTP Administrator	<ul style="list-style-type: none">• Acknowledges receipt of materials; certifies whether or not mentoring plan meets minimum guidelines.	
(15) New Lawyer	<ul style="list-style-type: none">• Attends New Lawyer Ethics Program mandatory CLE.	
(16) Mentor	<ul style="list-style-type: none">• Attends mentor orientation CLE program.	
(17) Mentor & New Lawyer	<ul style="list-style-type: none">• Monitor mentoring plan progress. (Both have joint responsibilities to monitor the mentoring plan progress throughout the 12-month period.)	
(18) NLTP Administrator	<ul style="list-style-type: none">• Monitors mentoring plan progress. (NLTP may contact either or both mentor/new lawyer to monitor mentoring plan status.)	
(19) Mentor	<ul style="list-style-type: none">• Certifies status of completion of mentoring component. (Mentor has sole responsibility to certify to NLTP whether or not new lawyer satisfactorily completes mentoring plan. See Appendix of Forms for Certification Form).	
(20) NLTP Administrator	<ul style="list-style-type: none">• Reports to MCLE satisfaction of NLTP and the NLTP seminar. Provides Certificate of Program Compliance for new lawyers who complete the mentoring program.	
(21) New Lawyer	<ul style="list-style-type: none">• Exits New Lawyer Training Program and is subject to Utah Board of Continuing Legal Education rules and regulations governing remaining CLE requirements. Considers serving as mentor upon attaining 7-year anniversary of admission to practice law in Utah.	