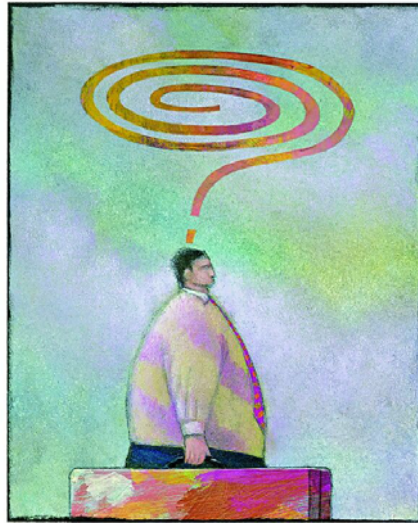


Utah State Bar



MENTORING TIMELINE

Resources for
New Lawyers and Mentors
www.utahbar.org/nltp

New Lawyer Training Program



WHO	WHAT	✓
New Lawyer	<ul style="list-style-type: none"> ● Receives “pass letter” and certificate of eligibility for admission to practice from Office of Bar Admissions. 	
Supreme Court Justice	<ul style="list-style-type: none"> ● Administers oath of admission to practice law in Utah to new lawyer. 	
Utah State Bar	<ul style="list-style-type: none"> ● Provides forms on the Utah State Bar website <i>www.utahbar.org</i> 	
New Lawyer’s Employer	<ul style="list-style-type: none"> ● Designates mentor for new lawyer, with new lawyer’s input, for inside mentoring. 	
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. 	
NLTP Administrator	<ul style="list-style-type: none"> ● Forwards Compliance Notice and Compliance checklist to new lawyer. ● 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 appointed mentor by Utah Supreme Court, then proceed to Timeline Item 10. 	
Mentor	<ul style="list-style-type: none"> ● Completes Mentor Volunteer Form (see Appendix of Forms). Submits Volunteer Form to program. 	
NLTP Administrator	<ul style="list-style-type: none"> ● Screens Volunteer for minimum qualifications. Forwards volunteer’s name to Utah Supreme Court for appointment consideration. 	
Utah Supreme Court	<ul style="list-style-type: none"> ● Considers qualifications and, if satisfactory, appoints mentor for one (1) year term. 	
NLTP Administrator	<ul style="list-style-type: none"> ● Forwards Utah Supreme Court appointment certificate to mentor. Confirms assignment of mentor to new lawyer. 	
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	✓
Mentor & New Lawyer	<ul style="list-style-type: none"> ● Convene the initial meeting. Use the initial meeting guide in this Manual and the Compliance Checklist 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.) 	
New Lawyer	<ul style="list-style-type: none"> ● Submits Compliance Checklist and all pertinent documents to NLTP within 90 days of item 1. 	
NLTP Administrator	<ul style="list-style-type: none"> ● Acknowledges receipt of materials; certifies whether or not mentoring plan meets minimum guidelines. 	
New Lawyer	<ul style="list-style-type: none"> ● Attends Introduction to the Practice of Law Seminar. 	
Mentor	<ul style="list-style-type: none"> ● Attends mentor orientation CLE program. 	
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.) 	
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.) 	
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. <i>See</i> Appendix of Forms for Certification Form). 	
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. 	
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. 	