



# NEW LAWYER TRAINING PROGRAM POLICIES AND PROCEDURES

## INTRODUCTION

In addition to UCJA [Rule 14-808](#) and UCJA [Rule 14-404](#), the following NLTP policies and procedures are implemented as of January 1, 2024.

## PARTICIPATION

New lawyers admitted to the Utah Bar after 2008 and maintaining an “active” status license are required to participate in the NLTP unless grounds for exemption or temporary deferment apply. [Rule 14-808](#).

New lawyers admitted to the Bar prior to 2008 are ineligible to participate in the NLTP.

## MENTORING TERMS

New lawyers have a mentor for a twelve (12) month NLTP mentoring term. Starting in January 2024, there will be three mentoring terms per year:

1. January 1 – December 31
2. May 1 – April 30
3. September 1 – August 31

For administrative efficiency, new lawyers will not be permitted to begin the NLTP at any other point during the year.

## LINKS/RESOURCES

[NLTP website](#)

[Frequently Asked Questions](#)

[Resources](#): Model Mentoring Plan, Initial Meeting Guide, Timeline, New Lawyer Manual, Mentor Manual, Sample Electives, etc.

## NLTP REQUIREMENTS

### **1. General Requirements**

In order to successfully complete the NLTP, new lawyers must meet the following requirements:

- a) [Create an account](#) on the [NLTP website](#).
  - i. Watch the Orientation recording.
  - ii. Fill out and submit New Lawyer Mentee application, and
  - iii. Pay enrollment Fee of \$150 through [Utah State Bar Practice Portal](#).
- b) [Choose Mentor](#):
  - i. Mentor must be objective and be able to give unbiased advice and guidance. Mentor cannot be a direct supervisor, family member, friend, or neighbor.
- c) Create individual Mentoring Plan with mentor during [Initial Meeting](#) in the first month.

- d) New lawyer submits individual Mentoring Plan through NLTP dashboard.
- e) Receive approval of Mentoring Plan by the NLTP administrator.
- f) Submission of three (3) Progress Reports through NLTP website. Will appear on dashboard one month before due date.
- g) Mentor and new lawyer should meet monthly as agreed to throughout the twelve-month mentoring term. These should occur at least ten (10) times throughout the term and each meeting should be at least one hour long though two hours is recommended.
- h) Attend live New Lawyer Ethics Course (held in March, June, and October). Cannot be substituted. RSVP through NLTP dashboard.
- i) Complete NLTP by the end of the twelve-month term.
  - i. Mentor submits Completion Certification through NLTP dashboard under “Milestones” during the last month, and
  - ii. New Lawyer pays Completion Fee of \$150 through the [USB Practice Portal](#).

## 2. **Enrollment Procedure**

Starting in 2024, there will be three NLTP terms a year: January to December, May to April, and September to August. New lawyers must sign up for the first mentoring term that starts after they have been admitted to the Utah State Bar unless [grounds for exemption or temporary deferment apply](#). The new lawyer mentees must first create an account on the Utah State Bar’s [NLTP website](#) at least four to six weeks before the start of the NLTP term. Through the website, they will be able to submit their New Lawyer Mentee application, send a mentor request to an NLTP approved mentor, and be accepted by a mentor. This must be completed no later than the start date of the NLTP term. Where a new lawyer fails to contact the NLTP administrator requesting an extension of this deadline, the NLTP administrator has discretion to involuntarily defer the new lawyer’s enrollment in the NLTP until the start of the next NLTP mentoring term. *See “Involuntary Deferment,” infra.*

Please note that NLTP CLE credit is not awarded until the new lawyer has successfully completed their twelve-month NLTP mentoring plan, attended the NLTP Ethics Course CLE, and paid the \$150 completion fee through the [USB Practice Portal](#). Per UCJA Rule 14-404, the CLEs must be awarded during the NLTP term in which they were earned, meaning the last month of the NLTP term. Forms should be submitted on time so that the CLEs go towards the MCLE requirement.

Every attorney is required to submit their [MCLE](#) compliance annually by June 30 which is the end of the MCLE. If you will not complete the NLTP before June 30 of the current MCLE cycle, then you need to be sure that you complete other CLEs to fulfill your [MCLE requirements](#) for the current MCLE cycle. Please check your MCLE compliance date on your [USB Practice Portal](#) to determine when you will need to complete and report your compliance.

## 3. **Enrollment Policies: Special Classes of New Lawyers**

- a. **Judicial Clerks**
  - i. Judicial Clerks are entitled to a deferment in the NLTP for the duration of their clerkship, in accordance with [Rule 14-808\(c\)\(1\)](#). Judicial clerks are required to fill out and submit an “[NLTP Request & Declaration of Exemption or Temporary Deferment Form](#)” at least one month before the beginning of the next NLTP term following their admission to the Utah State Bar.

- ii. If new lawyers who served as judicial clerks for two (2) years or more then subsequently practice law, they must complete the NLTP when the clerkship ends. Two years of experience as a judicial clerk is not sufficient grounds for an exemption from the NLTP.
  - iii. New Lawyers whose judicial clerkships extend beyond the two-year CLE reporting period will receive a 12-month extension to complete the requirements of the NLTP. The NLTP administrator will notify the MCLE department of these individuals so that the extension is indicated on the new lawyer's MCLE record.
- b. JAG Officers
- i. JAG officers stationed in Utah are required to enroll in the NLTP and meet all NLTP requirements.
  - ii. JAG officers not stationed in Utah will be exempt from the NLTP in the same manner as new lawyers residing out-of-state. *See* [Rule 14-808\(d\)\(1\)](#). The officers are required to fill out and submit an "[NLTP Request & Declaration of Exemption or Temporary Deferment Form](#)" at least one month before the beginning of the next NLTP term following their admission to the Utah State Bar.

#### 4. Mandatory Orientation Program

New lawyers participating in the NLTP are required to watch the mandatory NLTP orientation program which is available once the new lawyer has submitted their profile. This should be completed prior to the start of the mentoring term. If the Orientation is offered live, then a new lawyer who does not attend the live orientation is required to watch the online video and submit the Certificate of Completion to the NLTP Director.

#### 5. Mentoring Plan

a. Valid Mentoring Plan

- i. New lawyers and mentors are required to utilize a valid mentoring plan during the twelve-month mentoring term. A valid mentoring plan is a plan that has been submitted to the NLTP and approved by the NLTP administrator.
- ii. The plan shall be submitted to the NLTP administrator within sixty (60) days of the start of the mentoring term and shall include the signed Mentoring Plan Acknowledgment form. The submitted plan must include all required sections and activities, as specified in the NLTP Model Mentoring Plan available online on the NLTP website under "[Resources](#)."

b. Failure to Submit Mentoring Plan

New lawyers failing to submit their mentoring plan by the deadline will be involuntarily deferred in the NLTP until the start of the next mentoring term. *See* "Involuntary Deferrals" *infra*.

c. Model Plans Submitted by Firms or Organizations

- i. Firms and certain select groups such as a Legal Defender's office, District Attorney's office, or law firms may create a mentoring plan to address the

training needs of their new lawyers. These plans must be submitted to the NLTP administrator for approval. Where the NLTP administrator is uncertain whether the plan should be approved as submitted, they will submit the plan to the USB Committee on New Lawyer Training for review.

- ii. Upon approval of a firm or group model plan, the NLTP will maintain the plan on file. New lawyers utilizing a firm or group plan shall contact the NLTP administrator and inform them that the new lawyer will be following a firm or group model plan. The NLTP will not consider a firm or group plan as valid until the new lawyer contacts the NLTP administrator and informs them that the new lawyer will be using a firm or group plan during the NLTP mentoring term.
- iii. The NLTP administrator will copy the firm plan; place it in the new lawyer's file; and update the new lawyer's record demonstrating the plan has been submitted.

d. Credit for Other Legal Experience Prior to Bar Admission

i. Credit for Law School Experiences

- 1. New lawyers may use law school experiences to meet some of the **requirements** of the mentoring plan. Under Required Section 3, Litigation and Transaction Handling Experiences, new lawyers may select up to four (4) experiences (of a required ten (10) experiences) in that section that were accomplished during law school in a credit earning Externship; Law School Clinical program; simulated skills course; or supervised Pro Bono case.
- 2. New lawyers seeking credit for experiences completed in law school must discuss the experiences with the mentor by summarizing the assignment completed and describing what the new lawyer learned from the experience. The mentor will have discretion in deciding whether the experience counts toward the requirements and whether they believe the new lawyer has substantially complied with those requirements.
- 3. New lawyers may not use law school experiences to reduce the number of **electives** required to complete the NLTP. New lawyers must complete four (4) electives during the NLTP mentoring term.
- 4. Even if a new lawyer receives credit for required activities outside of the formal structure of the NLTP, the new lawyer and mentor must still participate in the NLTP for twelve months. New lawyers and mentors may take the opportunity to develop a more comprehensive plan offering more advanced activities in the areas in which the new lawyer completed activities during law school.

ii. Credit for Summer Clerk Experiences

New lawyers shall not receive credit for work completed during summer internships unless the new lawyer earned credit for the internship. However, new lawyers may modify and enhance requirements contained in the plan to avoid repetition of activities completed as a summer clerk. These modifications

shall be included in the mentoring plan as submitted to the NLTP administrator at the outset of the mentoring term.

iii. Credit for Legal Work Outside Utah

1. New lawyers who practiced in another jurisdiction for less than 2 years and completed some of the required activities contained in the Model Mentoring Plan may receive credit for activities completed.
2. New lawyers seeking credit for experiences completed in another jurisdiction must discuss those experiences with the mentor by summarizing the assignment completed and describing the lessons learned from the experiences. The mentor will have discretion in deciding whether the experience counts toward the requirements and whether they believe the new lawyer substantially complied with those requirements.
3. New lawyers may not use experiences completed in another jurisdiction to reduce the number of electives required to complete the NLTP. New lawyers must complete four (4) electives during the NLTP mentoring term.
4. Even if a new lawyer receives credit for required activities outside of the formal structure of the NLTP, the new lawyer and mentor must still participate in the NLTP for twelve months. New lawyers and mentors should take the opportunity to develop a more comprehensive plan offering more advanced activities in the areas in which the new lawyer completed activities in another jurisdiction.

6. **Mentoring Term—Twelve Months**

The NLTP mentoring term lasts twelve (12) months. Where a mentor and new lawyer fail to meet at least ten (10) times throughout the twelve-month mentoring term, the mentor shall not certify the new lawyer's successful completion of the program. This failure may result in the new lawyer's inability to renew their law license until all program requirements are satisfied.

a. Extension of the Mentoring Term—Good Cause

- i. New lawyers unable to complete the NLTP requirements within twelve (12) months may be entitled to a reasonable extension of the mentoring term where good cause for extension exists. See Rule [14-808\(f\)](#). The NLTP has discretion in determining whether good cause exists, and that determination will be made on a case-by-case basis.
- ii. Where a new lawyer requires an extension, they must contact the NLTP administrator to discuss the circumstances of the extension prior to the deadline for submission of all completion materials.

b. Failure to Seek Extension of Mentoring Term

If a new lawyer fails to meet the requirements of the NLTP by the end of the twelve-month term and fails to notify the NLTP regarding the need for extension, the NLTP

administrator shall determine that good cause for extension does not exist. Thus, in accordance with [Rule 14-808\(f\)](#), new lawyer will be subject to administrative suspension of lawyer's license for non-compliance until all program requirements are met.

## **7. Notification for Failure to Meet NLTP Requirements**

Where a new lawyer, after the twelve-month mentoring term ends, fails to meet all requirements of the NLTP, the new lawyer will be notified of this failure by the NLTP in the following manner:

- a. The NLTP administrator shall send one (1) email to the new lawyer within 14 days of the completion of the NLTP mentoring term informing the new lawyer of their failure to meet the NLTP requirements and request all materials within twenty (20) days of the term deadline. Additionally, the NLTP administrator may phone the new lawyer informing the new lawyer of their failure to meet the requirements of the NLTP by the end of the mentoring term.
- b. After twenty (20) days, if the new lawyer fails to meet the NLTP requirements, the NLTP administrator will send a certified letter to the new lawyer notifying the new lawyer that they have thirty (30) days to complete the program, or they will be unable to renew their law license during the subsequent license renewal period. The new lawyer's mentor will be copied on this letter.
- c. After thirty (30) days, if the new lawyer does not complete the NLTP, the NLTP administrator will notify the Bar licensing department that the new lawyer will be unable to renew their law license until they complete the requirements of the NLTP and will send a registered letter to the new lawyer stating the same.

## **DEFERMENTS – VOLUNTARY**

Grounds for voluntary deferments are established in [Rule 14-808\(c\)](#). See also policies regarding Judicial Clerks.

### **1. Unemployed or Not Practicing Law**

#### a) Duration of Deferment

- i. The duration of the deferment for new lawyers unemployed or not practicing law is (6) months.
- ii. Newly admitted lawyers are eligible for two, six-month deferrals.

#### b) Expiration of Deferment

Where the new lawyer receives two, six-month deferments, the new lawyer shall either (i) enroll in the NLTP or (ii) switch their license status to "inactive," unless grounds for exemption apply.

### **2. Petitioning for Deferment**

#### a) Submit an "NLTP Request & Declaration of Exemption or Temporary Deferment Form"

New lawyers eligible for deferment in the NLTP are required to fill out and submit an "[NLTP Request & Declaration of Exemption or Temporary Deferment Form](#)" within three (3) months from the date of their admission to the Utah State Bar.

b) Failure to Submit Form

Where a new lawyer fails to submit the applicable form within the designated timeframe, the NLTP administrator will involuntarily defer the new lawyer. The new lawyer will be subject to the policies relating to involuntary deferments.

**3. Inactive Status**

a) Submit an “NLTP Request & Declaration of Exemption or Temporary Deferment Form”

New lawyers admitted to the Utah State Bar who maintain an “inactive” status license are not required to participate in the NLTP. A new lawyer on inactive are required to fill out and submit an “[NLTP Request & Declaration of Exemption or Temporary Deferment Form](#)” at least one month before the beginning of the next NLTP term following their admission to the Utah State Bar.

b) Status Change from Inactive to Active

When an “inactive” attorney changes to “active” status, the new lawyer must enroll in the next NLTP mentoring term provided the new lawyer has not accrued two years of legal practice in another jurisdiction and does not live out of state. This does not include those who deferred because of a judicial clerkship.

**4. Expiration of Voluntary Deferment—Notice**

a) Six Month Deferment

i. Method and Content of Notice

The NLTP administrator shall notify new lawyers whose voluntary deferment is scheduled to expire by email no less than thirty (30) days prior to the start of the next mentoring term. The email will outline the following options for the new lawyers upon expiration of their deferment: (i) enroll in the NLTP; (ii) seek another six-month deferment; or (iii) change license status to “inactive.”

ii. New Lawyer Exclusively Responsible

The new lawyer is exclusively responsible for submitting the appropriate paperwork through their NLTP profile by the start of the mentoring term. Failure to submit the applicable form by the start of the mentoring term shall result in an involuntary deferment.

iii. Grounds for Exemption May Apply

- i. If the new lawyer is eligible for an exemption in accordance with Rule 14-808(d), the new lawyer is required to fill out and submit an “[NLTP Request & Declaration of Exemption or Temporary Deferment Form](#)” and must specify the appropriate grounds for exemption.

b) Twelve-Month Deferment

i. Method and Content of Notice

The NLTP administrator will notify new lawyers whose voluntary deferment is scheduled to expire by email no less than thirty (30) days prior to the start of the next mentoring term. The email will outline the following options for the new lawyers upon expiration of their deferment: (i) enroll in the NLTP; or (ii) change license status to “inactive.”



ii. New Lawyer Exclusively Responsible

The new lawyer is exclusively responsible for submitting the appropriate paperwork through their NLTP profile by the start of the mentoring term. Failure to submit the applicable form by the start of the mentoring term may result in the new lawyer's inability to renew their law license.

iii. Grounds for Exemption May Apply

If the new lawyer is eligible for an exemption in accordance with Rule 14-808(d), the new lawyer is required to fill out and submit an "[NLTP Request & Declaration of Exemption or Temporary Deferment Form](#)" specifying the appropriate grounds for exemption. This must be completed at least one month before the beginning of the next NLTP term following their admission to the Utah State Bar.

## **DEFERMENTS – INVOLUNTARY**

### **1. Definition**

- a) An involuntary deferment occurs when a new lawyer fails to submit (i) enrollment materials; (ii) "[NLTP Request & Declaration of Exemption or Temporary Deferment Form](#)"; or (iii) mentoring plan within the timeline specified by the NLTP. In that instance, the NLTP administrator shall involuntarily defer the new lawyer until the subsequent mentoring term.
- b) A new lawyer is entitled to one (1) involuntary deferment after which time the new lawyer is required to participate in the NLTP unless grounds for voluntary deferment or exemption apply. See [Rule 14-808\(c\), \(d\)](#).

### **2. Notice of Involuntary Deferment**

The NLTP administrator shall send an email to the new lawyer notifying them that their NLTP status is "involuntary deferment." Moreover, the notice will inform the new lawyer of the following: (i) start date of the next NLTP mentoring term; (ii) deadline for enrollment of next mentoring term; and (iii) ramifications if new lawyer fails to enroll in the next mentoring term within the designated timeframe specified on the applicable NLTP Timeline.

### **3. Expiration of Involuntary Deferment**

a) Enrollment Materials Required

Upon expiration of an involuntary deferment, the new lawyer shall submit enrollment documents through their profile for the subsequent mentoring term or change licensing status to inactive.

b) Notice for Failure to Enroll

i. Certified Letter

Where the new lawyer fails to submit enrollment materials and/or mentoring plan within the NLTP established timelines, the NLTP will send a certified letter to the new lawyer requesting submission of all relevant NLTP materials within thirty (30) days of receipt of the certified letter.



ii. Failure to Comply

Where the new lawyer fails to meet the thirty (30) day deadline for submission of requested materials, the new lawyer will be prohibited from renewing their law license during the subsequent license renewal period until they complete all NLTP requirements.

## **EXEMPTIONS**

Grounds for exemption are established in [Rule 14-808\(d\)](#).

### **1. Procedures for Exemption**

a) Submit an “NLTP Request & Declaration of Exemption or Temporary Deferment Form”

After being admitted to the Bar, a new lawyer who is eligible for exemption is required to fill out and submit an “[NLTP Request & Declaration of Exemption or Temporary Deferment Form](#)” specifying the appropriate grounds for exemption. This must be completed at least one month before the beginning of the next NLTP term following their admission to the Utah State Bar.

b) Failure to Submit Form

Where the new lawyer fails to submit the applicable form within the designated timeframe, the new lawyer will be involuntarily deferred in the NLTP for the applicable mentoring term. The new lawyer will be subject to the policies relating to involuntary deferments.

### **2. New Lawyers Admitted on Motion/Reciprocity through UCJA Rule 14-705**

New lawyers admitted by motion/reciprocity under UCJA Rule 14-705 are not required to submit a “[NLTP Request & Declaration of Exemption or Temporary Deferment Form](#).”

### **3. Substantial Compliance with Similar Mentoring Program**

a) Where a new lawyer substantially complies with the requirements of a similar mentoring program in another jurisdiction, the new lawyer is exempt from the NLTP despite not meeting the formal grounds for exemption established in [Rule 14-808](#).

b) A new lawyer who substantially complied with the requirements of a similar and mandatory mentoring program may submit a request to waive part or all of the NLTP. The new lawyer is required to fill out and submit an “[NLTP Request & Declaration of Exemption or Temporary Deferment Form](#)” specifying the appropriate grounds for exemption.

c) Unless the jurisdiction’s mentoring program has already received part or full approval from the NLTP Committee, the new lawyer must submit the following to the NLTP Director for a determination: 1) a copy of the mentoring plan, (2) a detailed comparison between the two mentoring programs to identify how the program substantially complies with the NLTP, and verification that the new lawyer successfully completed the program. The NLTP Director will notify the new lawyer regarding the Committee’s decision.

d) This must be completed at least one month before the beginning of the next NLTP term following their admission to the Utah State Bar. *See* “Procedures for Exemption,” *supra*.

#### **4. Foreign Attorneys**

Foreign attorneys are exempt from the NLTP in the same manner that attorneys who practiced in another jurisdiction are exempt, i.e., if they have 2 or more years of practice experience.

#### **5. Mid-Term Moves Out-of-State**

##### **a) Exemption Applies**

Where a new lawyer participating in the NLTP moves out-of-state in the middle of the NLTP mentoring term, the new lawyer is exempt for the remainder of the term. The new lawyer is required to fill out and submit an "[NLTP Request & Declaration of Exemption or Temporary Deferment Form](#)" specifying the appropriate grounds for exemption.

##### **b) Subsequent Return to Utah**

- i. If the new lawyer moves out-of-state during the NLTP mentoring term but subsequently returns to Utah without obtaining at least two years of practice experience, the new lawyer shall re-enroll in the NLTP upon their return. The new lawyer is not required to complete the entire mentoring term but only the months which were remaining in the NLTP at the time the new lawyer initially moved out-of-state.
- ii. The new lawyer has exclusive responsibility to contact the NLTP and inform the NLTP administrator that they are re-enrolling in the NLTP. The new lawyer shall be responsible for their failure to notify the NLTP department upon their return to the State.

#### **6. Exempt New Lawyers Ineligible to Participate in the NLTP**

Where a new lawyer meets any of the grounds for exemption, the new lawyer is ineligible to participate in the NLTP.

## **MENTORS**

### **1. Mentor Qualifications**

#### **a) NLTP Guidelines for Mentor Qualifications**

- i. Hold an active status Utah license to practice law;
- ii. Minimum of 7 years of practice experience in any jurisdiction where the attorney is licensed to practice law;
- iii. Practiced law for at least one year within the last three years;
- iv. No past or pending public or formal discipline proceeding of any time or nature by a court or a state bar; however, the NLTP administrator shall submit applications for individuals with discipline to the USBC on New Lawyer Training. The Committee has authority to further evaluate the nature and history of the disciplinary proceeding to determine whether the applicant, despite the disciplinary history, is eligible to serve as a mentor;
- v. Attorney shall carry malpractice insurance in an amount of at least \$100,000/\$300,000 if in private practice; and

- vi. Approval by the USBC on New Lawyer Training. The USBC on New Lawyer Training has broad discretion to approve or not approve mentors.

## **2. Application Procedure**

Starting in 2024, there will be two NLTP terms a year: January to December, May to April, and September to August. A prospective mentor should create an account on the Utah State Bar's [NLTP website](#) and submit their mentor application. It takes approximately three months or more to receive approval depending on the availability of the NLTP Committee members. Once a mentor is approved, they will be able to connect with prospective new lawyer mentees through their NLTP profile.

## **3. Reapplication for Approved Mentors Unnecessary**

Once the USBC on New Lawyer Training reviews and approves a mentor applicant, the applicant does not need to reapply to become a mentor at any point in the future. However, if the mentor voluntarily requests their name be removed from the approved mentor list and subsequently decides to participate in the NLTP, the attorney will need to contact the NLTP administrator and be subject to review by the USBC on New Lawyer Training.

## **4. Inactive Status Attorneys as Mentors**

An NLTP-approved mentor may still act as a mentor although inactive where the mentor changes from active to inactive status during the course of the mentoring relationship. In that instance, the mentor may continue the mentoring relationship for the duration of the NLTP mentoring term.

## **5. Judges as Mentors**

A judge may apply and serve as a mentor even if they are on inactive status once approved by the USBC on New Lawyer Training.

## **6. Involuntary Removal of Court-Approved Mentors from Volunteer List**

At the request of the NLTP, the USBC on New Lawyer Training may periodically review the names of mentors who have been reported to the NLTP by new lawyers for failing to fulfill their obligations as mentors. The NLTP administrator will provide the Committee with information regarding the mentors and the Committee will determine whether the mentors' names should be removed from the Mentor Volunteer List.

Additionally, at the request of the NLTP, the Office of Professional Conduct will conduct an annual review of all mentors to determine whether any have been subject to discipline since they were approved by the Court. The review may result in removal of mentors from the list of approved mentors.

## **7. Policies Regarding Mentoring Relationships**

### **a) Confidentiality in Mentoring Relationships**

#### **i. General Policy**

The NLTP anticipates that all communication designated by the new lawyer as confidential shall be deemed confidential by the mentor.

#### **ii. Confidentiality and Conflicts in Outside Mentoring**

See [Rule 14-808\(h\)](#).

- b) Limitation on Number of New Lawyers Attorney May Mentor  
Mentor may mentor up to two (2) new lawyer mentees completing the requirements of the NLTP at any one time. Upon a new lawyer mentee's completion in the NLTP, the mentor may mentor a subsequent new lawyer but is still limited to mentoring only up to two new lawyer mentees at a time.
- c) Direct Supervisors as Mentors  
Direct supervisors shall not mentor new lawyers without the approval of the NLTP administrator. There are many exigent circumstances in which the supervisor is the logical person to serve as mentor. The program will be flexible in recognizing where those circumstances exist. The mentor or new lawyer shall contact the NLTP to determine whether those exigent circumstances exist.
- d) Short-term Mentoring Relationships
  - i. An NLTP-approved mentor who is not engaged in mentoring may assist a new lawyer in meeting the requirements of their mentoring plan by working with the new lawyer on a short-term basis in the mentor's area of expertise.
  - ii. Upon completion of the applicable mentoring term, short-term mentors shall submit to the NLTP an email certifying they mentored a new lawyer – including the number of hours. CLE credits will not be awarded until the NLTP department receives the form.

## **8. Switching Mentors**

- a) General Policy  
Completing the full year of mentoring in the original mentoring relationship is strongly preferred. However, circumstances may warrant a change in the mentoring relationship during the NLTP mentoring term. In those instances, the following policies apply.
- b) New Lawyer Requests New Mentor  
In the unlikely event that a new lawyer needs to change to a different mentor, the new lawyer shall notify the NLTP administrator as soon as practicable by submitting the [Mentor Migration Form](#) to [mentoring@utahbar.org](mailto:mentoring@utahbar.org). If the new lawyer is unable to notify the NLTP of the situation, the mentor shall notify the NLTP.
- c) Mentor Unavailable to Serve  
Where the mentor becomes unavailable or unwilling to serve, the mentor shall inform the NLTP administrator as soon as practicable. If the mentor is unable to notify the NLTP of the situation, the new lawyer shall notify the NLTP.
- d) Assignment of New Mentor
  - i. Inside Mentoring Relationship  
Where the new lawyer and mentor are engaged in an “inside” mentoring relationship, the firm involved shall assist the new lawyer in locating a new mentor. The new lawyer shall contact the NLTP department with the name of the new mentor. If the new mentor has not been previously approved by the USBC on New Lawyer Training, the mentor shall create an account on the NLTP

website and submit an NLTP Mentor Volunteer Application for review by the Committee.

ii. Outside Mentoring Relationship

Where the new lawyer and mentor are engaged in an “outside” mentoring relationship, the new lawyer shall review the “List of Available Mentors” available through their portal on the NLTP webpage and contact the NLTP administrator. The NLTP administrator shall assist the new lawyer in locating a new mentor.

e) Mentor Migration Form

New lawyers shall complete and submit to the NLTP a “Mentor Migration Form” with the name of their new mentor. The form is available online [here](#).

f) Impact on Mentoring Plan

In most cases, the mentoring plan created by the new lawyer and the initial mentor will be followed by the new lawyer and their subsequent mentor. However, the NLTP has discretion to determine whether it is necessary for the new lawyer to create a new mentoring plan, taking into consideration individual circumstances and achievements during the original mentoring relationship.

**9. Mentor Training and Orientation**

a) Mentor Training and Orientation Requirement

All mentors are required to complete Mentor Training and Orientation. Mentors will have three (3) months from the date of approval by the USBC on New Lawyer Training to complete mentor training. Failure to complete training during that timeframe will result in the removal of the mentor’s name from the list of NLTP-approved mentors until the mentor completes the training and reports the completion to the NLTP administrator.

b) Training and Orientation Options

Mentors are required to watch the recorded [NLTP Mentor Training](#) online.

c) Requirement Every Two Years

Mentors must attend Mentor Training and Orientation every two years.

**CLE CREDITS**

**1. Mentors**

Per [Rule 14-404\(b\)\(3\)](#), Mentors receive 6 CLE credit hours upon successful completion of the NLTP mentoring program. The earliest these credits may be awarded is during the final month of the NLTP mentoring program and may only count for the MCLE cycle in which they were earned. All credits must be awarded during the same MCLE cycle.

**2. New Lawyer Mentees**

New Lawyer Mentees are entitled to a total of 15 CLE credit hours per NLTP mentoring term. The CLE credit hours consist of 10 regular credit hours, 1 ethics hour, and 1 professionalism hour. The new lawyer also receives 3 CLE hours for completing the New Lawyer Ethics Program. All CLEs are awarded only upon successful completion of the NLTP mentoring

program, NLTP Ethics Course, and payment of the \$150 NLTP Completion Fee. The earliest these credits may be awarded is during the final month of the 12-NLTP mentoring program. All credits must be awarded during the same MCLE cycle. See [Rule 14-404\(b\)](#).

### **3. Allocation of CLE Credits**

All CLE credits are allocated to the new lawyer and mentor upon completion of the mentoring term, i.e., after the NLTP receives the new lawyer's completion fee and the mentor submits the Completion Certification form through their NLTP portal.

### **4. Mentor Credit for Partial Mentoring Term**

#### **a) Partial Term**

Attorneys mentoring a new lawyer for a partial term and terminating the relationship due to a job change or other reason by either the new lawyer or the mentor, will receive credit for mentoring unless it is established that the mentor failed to meet the responsibilities inherent in mentoring, including failure to regularly meet; failure to provide sufficient guidance in completing the mentoring plan; or inappropriate conduct with a new lawyer.

#### **b) Calculation of Credits for Partial Mentoring**

Mentors who do not mentor the duration of the mentoring term will receive the equivalent of 1 credit hour per month of mentoring. To assist the NLTP in determining the number of credits, the new lawyer will submit an email with the partial mentor's name, Bar number, and the number of hours mentored.