

# NEW LAWYER TRAINING PROGRAM®

## UPDATED TIMELINE

NLTP Term: July 1, 2023, to June 30, 2024

Who Needs to Complete	All newly admitted Utah lawyers (see <a href="#">Rule 14-808</a> for exceptions including those “who have practiced law elsewhere for two years or more”).
Requirement	Due Date
<input type="checkbox"/> Create NLTP account (click <a href="#">here</a> ) on NLTP Portal. Fill out and submit your Profile.	<i>No later than June 30, 2023.</i>
<input type="checkbox"/> Watch NLTP Orientation.	<i>Available after you submit your profile.</i>
<input type="checkbox"/> Pay \$150 NLTP Enrollment Fee, OR Submit Declaration of Exemption or Deferment on NLTP Portal (see <a href="#">Rule 14-808</a> (c) and (d)).	<i>As soon as possible but no later than July 31, 2023.</i> May have paid when first admitted. If not, send an email to <a href="mailto:mentoring@utahbar.org">mentoring@utahbar.org</a> to request it be added to your <a href="#">USB Practice Portal</a> .
<input type="checkbox"/> Select a Mentor (Search NLTP Mentor database, choose mentor, send request, receive acceptance).	<i>No later than July 1, 2023.</i>
<b>MENTORING PERIOD BEGINS</b> Mentor and New Lawyer should mark off each “Milestone” on NLTP dashboard as soon as the task is completed.	<b>July 1, 2023</b>
<input type="checkbox"/> Complete Initial Meeting w/ Mentor.	<i>No later than July 31, 2023.</i>
<input type="checkbox"/> Submit Mentoring Plan, Goals, and Acknowledgment in NLTP Portal.	<i>After July Meeting with Mentor. No Later Than August 29, 2023.</i>
<input type="checkbox"/> Submit Two Progress Reports through NLTP Portal.	<i>First Report: December 1, 2023 Second Report: April 3, 2024</i>
<input type="checkbox"/> Attend 3-Hour New Lawyer Ethics Course. In Person Event.	<i>In March, June, or October</i> Sign up on <a href="#">NLTP website</a> available one month prior.
Completion Certificate will appear on Mentor’s NLTP Portal.	<i>No later than June 15, 2024.</i>
<input type="checkbox"/> Mentor submits Completion Certificate on the NLTP Portal. Mentor sends email to NLTP Dept. to request 12 CLEs be added to CLE transcript.	<i>No later than June 30, 2024.</i>
<input type="checkbox"/> Mentee pays \$150 Completion Fee through USB Practice Portal (send email to NLTP Dept. to add fee and a second email after payment to receive 12 CLEs).	<i>No earlier than June 5, 2024 No later than June 30, 2024, OR With \$100 MCLE late fee: July 31, 2024</i>
<b>If the new lawyer (mentee) does not complete the NLTP requirements and pay the \$150 completion fee by the MCLE compliance deadline (June 30, 2024), then the new lawyer needs to comply with the Regular 12 Hour MCLE Requirements and use the 12 NLTP completion hours for the following compliance cycle (July 1, 2024 to June 30, 2025). See <a href="#">Rule 14-404</a>.</b>	

NLTP Questions: call (801) 746-5210 or email [mentoring@utahbar.org](mailto:mentoring@utahbar.org)

MCLE Questions: call (801) 297-7035 or email [staff@mcleutah.org](mailto:staff@mcleutah.org)

[NLTP Frequently Asked Questions \(FAQs\)](#).

**Resources:** New Lawyer Manual, NLTP Policies and Procedures, NLTP Mentoring Plan, Finding a Mentor, Initial Meeting Guide, NLTP Guide to Creating a Mentoring Plan, and other documents.