



# NEW LAWYER MANUAL

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## PROGRAM GOALS

The goals of the Utah State Bar New Lawyer Training Program are 1) to train new lawyers during their first year of practice in professionalism, ethics, and civility; 2) to assist new lawyers in developing the practical skills and judgment necessary to the effective practice of law; 3) elevate the level and quality of legal practice in Utah; and 4) to impart to all Utah attorneys the importance of organizational mentoring.

## OVERVIEW

The Utah State Bar's New Lawyer Training Program ("NLTP") is a 12-month mentoring program designed to assist new lawyers during the crucial transition from being a law student to the practicalities of being a lawyer. The program pairs a new lawyer with a seasoned lawyer who mentors the new lawyer through a series of activities, discussions, and experiences designed to give new lawyers a working knowledge of the practice of law.

The program also helps new attorneys to develop the habits, practical skills, and judgment necessary to the effective practice of law. In addition, and perhaps more importantly, the NLTP aims to provide new attorneys with a more thorough understanding of the lawyer's duties of ethics, professionalism, and civility, and that meeting those burdens will be paramount in their pursuit of a long and fulfilling career in the law.

NLTP was formally approved by the Utah Supreme Court on December 18, 2008. The Utah State Bar ("Bar") and the Supreme Court believe that effective implementation and administration of the NLTP will have a dramatic impact on current law practice. Mentoring not only includes training a new lawyer in the art of practicing law but also provides an opportunity for support, friendship, and sharing confidences. It is a place to vent problems and concerns without fear of recrimination and provides an opportunity to explore life and family balance. It can help improve the new lawyer's enjoyment of law practice and increase the retention of good lawyers in the profession.

### THE BENEFITS OF EFFECTIVE MENTORING

- Increases productivity for the individual and the organization.
- Improves client relations and client attraction.
- Increases the retention rate of new lawyers.
- Boosts morale.
- Assists in attracting better talent to the organization.
- Enhances work and career satisfaction.
- Clarifies professional identity and accomplishments.
- Increases advancement rates.
- Promotes greater recognition and visibility.
- Encourages career opportunities within the organization.
- Increases networking and career development opportunities.

## **ADVICE TO NEW LAWYERS**

During your first year of practice, you will complete the tasks and activities of your individual NLTP mentoring plan with the help of a mentor. Building an effective mentoring relationship will require hard work. There is no perfect mentor. Be patient and understand that there will be times when your mentor may need to reschedule an appointment. Respect the time the program requires of the mentor. Use your mentor as an advisor in the law, a friend, and someone with whom you can share a confidence. Welcome feedback from your mentor and others with whom you may be working.

The NLTP provides one avenue of mentoring but does not replace the guidance and assistance you will receive from your direct supervisors. We encourage you to build multiple mentoring relationships. Effective developmental networks include peers, other lawyers (inside or outside of your workplace), judges, family, friends, and former professors.

Remember the fundamentals you have already mastered and the need to understand the details in any transaction or litigation experience. This is a constant. You started building your reputation as a lawyer the day you walked into your place of employment. Our expectation is that the NLTP will help you build your reputation as a respected member of the Bar.

## **UTAH STATE BAR COMMITTEE ON NEW LAWYER TRAINING**

The Utah State Bar's Committee on New Lawyer Training ("Committee") is made up of Bar members serving a one-year term. The Committee represents the Bar membership by bringing together attorneys from large and small firms, government agencies, and members of court. The members are responsible for recruiting and approving mentors and reviewing, evaluating, and creating policies for the NLTP. The committee also assists in the development of valuable resources for mentors and new lawyers and builds relationships with firms and other organizations to build an effective mentoring program.

## **NEED FOR STRONG INSTITUTIONAL SUPPORT**

The Supreme Court and Bar are supportive of mentoring that the NLTP is a mandatory program. Firms, agencies, and employers now have the opportunity to fold mentoring into their plans, administration, and training. We recommend that each organization appoint an attorney mentoring coordinator to implement and monitor a mentoring program. Members of the Committee are available to share resources and meet with you to assist in developing an effective mentoring plan.

## NLTP FREQUENTLY ASKED QUESTIONS (FAQS)

Please also go to the NLTP website for more FAQs. Complete program details are contained in the NLTP Policies and Procedures. Please also see UCJA Rule 14-808 and UCJA Rule 14-404. All new lawyers are responsible for reading and understanding the details of the NLTP. If you have questions, contact the NLTP Director at [mentoring@utahbar.org](mailto:mentoring@utahbar.org).

### **Where are the NLTP materials, forms, and resources?**

These are available on the NLTP website. Please contact the NLTP Director if you require a hard copy of a form for reference purposes.

### **Who is required to participate in the NLTP?**

A newly admitted lawyer who does not have at least two years of active practice as an attorney in another jurisdiction prior to being admitted to Utah is required to complete the program if they maintain an active license and live in Utah. See [UCJA Rule 14-808](#).

A new lawyer who has been admitted to Utah and resides outside of Utah is required to complete the NLTP unless the new lawyer qualifies for an exemption.

### **Who is exempt from completing the NLTP?**

- (1) Non-Resident actively practicing law in another jurisdiction. A new lawyer who does not reside in Utah and is admitted in another jurisdiction is not required to participate in the NLTP and instead must comply with the regular MCLE requirements for active Utah

lawyers. However, the lawyer will need to complete the program if they return to Utah without first having actively worked as a lawyer in another jurisdiction.

- (2) Actively Practiced Elsewhere. A lawyer who is admitted to practice in Utah after being actively engaged in the practice of law for at least two years in another state prior to admission.

### **Who may temporarily defer starting the NLTP?**

- (1) Judicial Clerkship. A new lawyer working in a judicial clerkship may defer starting until their clerkship has concluded. (See the NLTP Policies & Procedures for exact requirements).
- (2) Unemployed/Not Engaged in Practice of Law. A new lawyer who is either unemployed or not engaged in the practice of law may petition the NLTP Office for a six-month deferment.
- (3) Inactive Status. A new lawyer on inactive status may defer starting until they are on active status.

### **How does a new lawyer enroll in the program?**

The new lawyer should enroll in the NLTP through the NLTP website at least a month before the start of the term. The new lawyer will need to create an account, watch the Orientation recording, and submit their profile. They will then be able to search for a mentor using the mentor database and send out mentor requests. A new lawyer may have up to two mentor requests out at any given time. The goal is for the new lawyer to have a mentor in place before the term starts.

complete and submit all enrollment materials within 60 days of the start of the NLTP Term.

### **How many NLTP terms are there per year?**

Starting in January 2024, there will be three NLTP terms per year:

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

### **Who pays for the program?**

For the entire New Lawyer Training Program each new lawyer pays \$300. The fee is payable in two installments of \$150. The first installment is due with the enrollment materials and the second installment is due with the completion materials.

### **How do the new lawyer and mentor devise an appropriate mentoring plan?**

The Utah Bar has created a Model Mentoring Plan that is available on the NLTP website. While there is great flexibility in designing a particular plan, certain components of the Model Plan are required. Further, care should be taken so that the selected plan fosters discussion and implementation of professional skills and values. Specific instructions on developing the plan are included in the Model Mentoring Plan.

### **How long does the program last?**

The NLTP lasts twelve (12) months.

### **How often are the new lawyer and the mentor expected to meet?**

The new lawyer and the mentor should meet 10 times throughout the term. Each meeting should be at least one hour long though two hours is recommended. Although the program only lasts twelve months, the mentoring relationship may last beyond the required timeframe.

### **What kind of mentoring relationships are there?**

There are two types of mentoring relationships:

- (1) **Inside Mentoring.** A mentor from within the new lawyer's own office. The mentor and new lawyer work together to fulfill the mentoring plan in connection with actual assignments handled in the office. Direct supervisors (i.e. responsible for the new lawyer's normal assignments in the office) are

prohibited from mentoring new lawyers unless exigent circumstances exist. This prohibition facilitates confidentiality and promotes the goals of the program. However, the mentor and the supervising attorney should work together, as is appropriate, to coordinate projects completed as part of the plan.

- (2) Outside Mentoring. A mentor who is not in the same office as the new lawyer (e.g., from small firms or solo practice) will aim to provide mentoring experiences as would be available for a new lawyer within the mentor's office. The mentor participates in as many of the assignments with the new lawyer as possible or gives approval to the new lawyer for work performed under the supervision of another qualified mentoring attorney ("mentor for the assigned activity"). Care should be taken to reduce problems associated with conflicts of interest, confidentiality, and liability limitations.

**Prior to the NLTP, were there mandatory CLE requirements for New Lawyers?**

Yes. Since 1991 until the implementation of the NLTP, new lawyers have been required to attend special CLE programs designed to bridge the gap between law school and the practice of law.

Immediately prior to the adoption of the NLTP by the Utah Supreme Court, new lawyers were required to complete the New Lawyer Continuing Legal Education (NLCLE) program. This program consisted of attending CLE seminars developed for new lawyers. The NLCLE was a two-year program and provided all CLE credits for the initial MCLE reporting period after admission to the Bar.

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## RELATIONSHIP TO MANDATORY CONTINUING LEGAL EDUCATION (MCLE)

### How does the NLTP relate to required or Mandatory CLE?

All attorneys who maintain an active license in Utah are required to complete 12 hours of continuing legal education (CLE) every year. Compliance with the CLE requirements is mandatory and must be reported to the Utah Supreme Court Board of Continuing Legal Education (MCLE) department every year.

For new lawyer mentees, the NLTP fulfills the requirements for one entire year of MCLE and should be completed within the first year of licensure. If a new

attorney is unable to enroll within that time period, the new attorney must still complete any MCLE requirements and report their compliance as required by the MCLE department.

### Are there any required CLEs during the NLTP?

Yes. New Lawyers are required to attend the New Lawyer Ethics Program during the NLTP period. The seminar is offered twice per year, in the spring and fall. New lawyers should consult the CLE calendar to determine dates of the seminar. The CLE events calendar is available on the Utah bar website here.

CLE regulatory questions and compliance with CLE questions can be forwarded to the Utah Board of Continuing Legal Education at [Staff@mcleutah.org](mailto:Staff@mcleutah.org).

### MANDATORY CLE COMPLIANCE AND LICENSING INFORMATION

Every year, ALL attorneys with an active license in Utah must report their compliance with Mandatory Continuing Legal Education (MCLE) requirements. The reporting year starts on July 1 and ends on June 30 and during that time attorneys must complete 12 MCLE credits, comprised of 10 “regular” CLE hours, 1 hour of “ethics,” and hour of 1 “professionalism and civility.”

Your MCLE requirement is different than your licensing requirement. You are required to renew your license every year by June 30.

For more information on MCLE: <https://www.mcleutah.org/lawyers/>

For more information on license renewal: <https://www.utahbar.org/licensing/>

For more information on CLEs: <https://www.utahbar.org/cle/>

## MENTOR QUALIFICATIONS

### What are the qualifications to serve as a mentor?

Qualifications for mentors include:

1. Hold an active status Utah license to practice law.
2. Minimum of seven years of practice.
3. Practiced law for at least one year within the last three years.
4. No past or pending public or formal discipline proceeding of any type or nature by a court or a state bar.
5. Malpractice insurance in an amount of at least \$100,000/\$300,000 if in private practice.
6. Approval by the USBC on New Lawyer Training.

Upon approval by the Utah State Bar, mentors are required to complete Mentor Training. All approved mentors available to mentor (i.e. not currently mentoring a new lawyer) are listed online on the “List of Available Mentors.”

## MENTOR TRAINING

### Is the mentor training required?

Yes. The mentor training is a two-hour program created by the NLTP. There are two methods of receiving mentor training: (1) attend the mentor training seminar offered once per year at the Utah State Bar Law & Justice Center; or

(2) attend the online mentor training course available on the NLTP website (sign into account and then go to the “Resources” tab). Mentors are required to repeat the course every two years.

### What is included in the mentor training program?

The Mentor Training and Orientation is designed to educate mentors about the NLTP, program requirements and goals and to provide mentoring tips for NLTP mentors.

## CERTIFYING COMPLETION OF THE PROGRAM

### How does completion of the NLTP get certified?

The mentor submits a Certification of Completion form through their NLTP dashboard under “Milestones.” This form will appear on the mentor’s dashboard no later than halfway through the last month of the term. By submitting the Completion Certification, the mentor verifies that the New Lawyer and mentor have met ten (10) times over the course of twelve months and that the New Lawyer has completed the selected activities in their mentoring plan. The form is then submitted to the NLTP office. Upon receipt of the form and the new lawyer’s completion fee, the New Lawyer will receive 12 CLE credit hours. The Mentor receives 6 CLE credit hours per [UCJA Rule 14-404](#).

**How does completion of the NLTP get certified where there is more than one mentor involved in a particular mentoring relationship?**

Where mentors are sharing responsibility for mentoring a new lawyer, each mentor must certify completion of the NLTP. Thus, both mentors submit an NLTP Completion Certification for through the website.

**What happens if the new lawyer does not complete the mentoring plan in the required time period?**

Failure to complete the mentoring plan shall be reported to the NLTP office. The NLTP office will work with the new lawyer to assess options for completing the plan and whether license suspension is at risk. The program will have discretion in allowing extensions for NLTP completion.

## LAW SCHOOL CREDITS

**Can I get credit for activities accomplished during law school?**

Yes. New lawyers are encouraged to take advantage of existing law school programs to fulfill assignments. Listed below are alternative opportunities available to the new lawyer which, if accomplished during law school, may fulfill some of the activities required in Section 3 of the mentoring plan as a new lawyer:

1. Law school externships for credit under the supervision of an attorney/judge.

2. Law school clinical program courses under the supervision of an attorney/judge or law professor.
3. Law school simulated skills courses under the supervision of an attorney/judge or law professor.
4. Law school pro bono (or low bono) program participation under the supervision of an attorney.

If the new lawyer participates in any of the above and fulfills an assignment while in law school, the new lawyer may receive credit for that activity. The new lawyer should 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 he or she believes that the new lawyer substantially complied with those requirements.

Important Note: Even if the new lawyer uses law school experiences to fulfill requirements in the mentoring plan, the new lawyer must still participate in the NLTP for the full twelve-month term.

**Are there any requirements that the new lawyer participate in any hands-on experience?**

Yes. Some hands-on activities, that will teach the new lawyer necessary practical skills, will be required to complete Required Section 3. See Required Section 3 of the NLTP Mentoring Plan for more information. The new lawyer

may obtain that experience through pro bono (or low bono) activities, legal clinics, or similar programs. Talk with your mentor about possibilities of incorporating pro bono work into your plan. For more information on how to take pro bono cases, go to the Bar's Pro Bono website and Utah Legal Help website, or send an email to [probono@utahbar.org](mailto:probono@utahbar.org). Additionally, more resources are available on the [NLTP website](#).

## CHANGING MENTORS

### **What happens if the new lawyer needs to change to a different mentor?**

In the unlikely event that a new lawyer needs to change to a different mentor, the new lawyer shall submit a change request and reason for the request via by sending an email to [mentoring@utahbar.org](mailto:mentoring@utahbar.org) as soon as practicable. If approved, the NLTP Director will help the new lawyer match with a new mentor.

### **What happens if the mentor becomes unavailable to serve?**

If the mentor becomes unavailable to serve, the mentor shall inform the NLTP Office as soon as practicable. If the mentor is unable to notify the Office of the situation, the new lawyer shall notify the Office.

Completing the full year of mentoring with the original mentor is strongly preferred. The same rule of reason

discussed above will be applied if a mentor becomes unavailable.

The NLTP has the ultimate authority and responsibility for policies and procedures for situations where a mentorship ends prematurely.

### **What if problems arise in the mentoring relationship?**

If problems arise within the context of an inside mentoring relationship, resolution of the issues is a matter to be determined by the firm's or office's policy if at all possible. Issues resolved within the firm or office need not be reported to the program.

For concerns about program requirements or procedures in general, a mentor or new lawyer should contact the NLTP Director.

### **Managing the Mentoring Relationship**

At the beginning of the 12-month mentoring period, who should initiate contact?

It is the new lawyer's responsibility to contact the mentor and schedule the first meeting. This first meeting should take place within the first month of the mentoring term.

### **Are communications between the mentor and the new lawyer confidential?**

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

The Utah Supreme Court has developed a specific rule addressing conflicts and confidentiality in outside mentoring. See Rule 14-808(h), *infra*.

### **How is the mentoring plan monitored?**

The mentor and the new lawyer are both responsible for completing the plan and evaluating the mentoring relationship. The mentor has sole responsibility for certifying whether the new lawyer has satisfactorily completed the program. The mentoring plan acknowledgment, progress reports, and completion certification will all be tracked on the NLTP website.

### **Can a new lawyer have more than one mentor to meet the requirements of the NLTP?**

Ideally, a new lawyer will work with one mentor in order to develop a strong mentoring relationship. Occasionally, a new lawyer will be interested in an area of law that their mentor is not familiar with. In that case, the new lawyer will also be mentored by another lawyer in order to cover two areas of law. Each mentor must be approved by the Utah State Bar Committee on New Lawyer training. The new lawyer must submit the names of both mentors to the NLTP so that CLE credits can be allocated upon completion of the NLTP.

## **RESPONSIBILITIES: WHO DOES WHAT?**

### **What are the new lawyer's responsibilities?**

The new lawyer's responsibilities include satisfactorily completing the NLTP by:

1. Devoting the time required for this mandatory program;
2. Making themselves available to the mentor's guidance;
3. Devising jointly with the mentor a mentoring plan; and
4. Satisfactorily completing the mentoring plan.

### **What are the mentor's primary responsibilities?**

1. Devote the time required to be an effective mentor;
2. Guide and teach the new lawyer practical skills, seasoned judgment, and sensitivity to ethical and professionalism values;
3. Devise jointly with the new lawyer a mentoring plan;
4. Monitor the new lawyer's plan progress; and
5. At the end of the 12-month mentoring term, certify that the new lawyer satisfactorily completed the mentoring plan and met with the mentor at least 10 times.

## **\*NLTP SUPREME COURT RULE 14-808**

### **Rule 14-808. New lawyer training program.**

*Effective: 3/27/2014*

- (a) Applicability. All new lawyers admitted to practice law in Utah on active status must timely complete the requirements of the Bar's NLTP unless otherwise specified in this rule.
- (a)(1) It is the new lawyer's responsibility to ensure that all aspects of the NLTP requirements are met within the required 12 month period in order to renew licensure. This includes but is not limited to filing a Mentoring Completion Certification executed by the assigned mentor attesting to successful completion of the NLTP.
- (a)(2) The NLTP is intended to fulfill the requirements of new lawyer MCLE within the first year of the lawyer's two-year compliance period. The remaining 12 hours required in the two year compliance cycle may be fulfilled at any time by attending other accredited CLE in accordance with the MCLE rules.
- (b) Appointment of qualified mentors. The Bar will appoint qualifying mentors in accordance with the NLTP guidelines.
- (c) Deferrals.
- (c)(1) Those newly admitted lawyers serving judicial law clerkships may apply for temporary deferral at the Bar's NLTP office until completion of the clerkship. Upon completion of the clerkship, the lawyer must enroll and complete the NLTP's requirements in a 12 month period.
- (c)(2) Those newly admitted lawyers who are otherwise not engaged in the practice of law as defined by Supreme Court rules or who are unemployed may petition the NLTP offices for temporary deferral of these requirements.
- (d) Exemptions. Those lawyers exempt from completing the NLTP are limited to:
- (d)(1) Newly admitted lawyers on active status who do not reside in Utah. Such lawyers are required to fulfill MCLE requirements in their state of residency under the Supreme Court's approved MCLE rules.
- (d)(2) Newly admitted Utah lawyers who have been admitted on active status who have practiced law elsewhere for two years or more.
- (e) Cost. There is a fee associated with enrollment in the NLTP of \$300. One half of the amount is due at time of enrollment after admission and the remainder at time of completion of the program.
- (f) Administrative suspension and non-renewal of license for non-compliance. Unless otherwise approved by the NLTP office for good cause, failure to timely complete the program will result in administrative suspension of the lawyer's license for non-compliance with this rule.
- (g) NLTP curriculum and other information. The Bar has developed a proposed NLTP Manual which delineates the requirements that must be completed during the 12 month period. The Manual also includes a Model Mentoring Plan, a time line, necessary forms and suggestions for developing effective mentoring relationships. The proposed NLTP Manual may be found by contacting the Bar or on the Bar's website.
- (h) Conflicts and confidentiality in outside mentoring.

(h)(1) The outside mentor may provide or the new lawyer may seek short-term limited guidance or counsel, within the mentoring relationship, without expectation by either lawyer or the new lawyer's client(s) that a lawyer-client relationship has been formed or that representation is being provided in the matter by the mentoring attorney.

(h)(2) Where practical the new lawyer and the mentor shall discuss new lawyer client specific issues in hypothetical terms. If hypothetical terms are not practical under the circumstances as determined by the lawyers, a lawyer providing or seeking short-term limited guidance or counsel within the mentoring relationship is not subject to the Utah Rules of Professional Conduct regarding Confidentiality of Information because the disclosure is impliedly authorized under the circumstance and is necessary to carry out the purposes of the NLTP.

(h)(3) To facilitate the goals and purposes of the NLTP, the mentoring lawyer is not required to run a conflict check when guidance or counsel is being provided on a short-term limited basis to a new lawyer regarding a new lawyer's client. In this respect, the mentoring lawyer's guidance or counsel, provided on a short-term limited basis to a new lawyer regarding a new lawyer's client, is not subject to Utah Rules of Professional Conduct regarding Conflict of Interest: Current Clients; Conflict of Interest: Current Clients: Specific Rules; Duties to Former Clients; Imputation of Conflicts of Interest: General Rule; and Special Conflicts of Interest for Former and Current Government Employees. However, the mentor may exercise his or her judgment as to whether a conflict check is advisable.

(h)(4) Subsections (h)(1)-(3) do not apply to lawyers who are outside mentors providing, or new lawyers seeking, counsel or guidance on an on-going or regular basis relating to the needs of or litigation regarding a specific client, within the context of the mentoring relationship. If the lawyers are engaged in on-going or regular guidance or counsel related to a specific client or clients, then the mentoring lawyer must comply with the relevant Utah Rules of Professional Conduct, which may require the lawyers to obtain informed consent from the client and/or to formally enter into a lawyer-client relationship through the execution of an appropriate engagement letter and fee agreement.

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*\*Please note that Rule 14-808 will soon be revised to remove language regarding the old two-year MCLE compliance cycle. All Utah attorneys are now on the annual MCLE cycle and must complete 12 CLEs as described in [UCJA Rule 14-404](#).*

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### **Guidance on Rule 14-808(h):**

Pursuant to Utah Supreme Court Rule of Professional Practice 14-808 (New Lawyer Training Program), a mentor may provide short-term limited guidance or counsel within the mentoring relationship without expectation by either lawyer or the new lawyer's client that the lawyer-client relationship has been formed between the mentor

and the new lawyer's client. Accordingly, the new lawyer is not required to run a conflict check and the Utah Rules of Professional Conduct regarding conflicts or confidentiality of information will not apply **ONLY** when guidance or counsel is being provided on a short-term limited basis to a new lawyer regarding a new lawyer's client within the mentoring relationship. The mentor may exercise their judgment as to whether a conflict check is advisable. If the mentor and the new lawyer are engaged in on-going or regular guidance/counsel related to a specific client or clients, the mentor must comply with the relevant Utah Rules of Professional Conduct, which may require obtaining an informed consent/waiver from the client and/or to formally enter into a lawyer-client relationship through the execution of an appropriate engagement letter and fee agreement.

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To access the New Lawyer Training Program Policies and Procedures and other NLTP documents, please go to [Resources](#) tab on the [NLTP website](#).



# PRACTICAL MENTORING: WORKSHEETS

## READINESS

### Mentor Readiness

On a scale of 1-5, rate yourself on the following:

- \_\_\_\_\_1. Do I see the potential in others?
- \_\_\_\_\_2. Am I a networked and resourceful guide for others?
- \_\_\_\_\_3. Am I patient and tolerant?
- \_\_\_\_\_4. Do I willingly give encouragement?
- \_\_\_\_\_5. Do I see the big picture?
- \_\_\_\_\_6. Am I willing to listen and give feedback?
- \_\_\_\_\_7. Are you willing to learn from your mentee?

### New Lawyer/Mentee Readiness

On a scale of 1-5, rate yourself on the following:

- \_\_\_\_\_1. Am I goal-oriented?
- \_\_\_\_\_2. Am I willing to seek out challenges?
- \_\_\_\_\_3. Can I take the initiative?
- \_\_\_\_\_4. Am I willing to learn and accept feedback?
- \_\_\_\_\_5. Can I take responsibility for my career and my actions?
- \_\_\_\_\_6. Can I avoid being overly dependent on my mentor?
- \_\_\_\_\_7. Are you willing to teach your mentor?

## MENTORING SCENARIOS

1. You graduated from law school six months ago and have no idea what you want to do in your career. You are currently taking cases from family and friends to make money. How do you approach your first meeting and the program with your mentor?
2. You spent every summer during law school clerking for a big firm. You participated in a number of clinics during law school and have a job at the local office of a national firm. You feel like you are ready to practice and that the requirements of the NLTP are redundant. How do you approach the program, the plan, and how do you work with your mentor?
3. You work in a mid-sized law firm. Your firm hired two other new associates with less than a year of practice. They are also working with attorneys in the Bar's required mentoring program. How can you support the mentoring of these young lawyers?

## 2015 MENTOR AND NEW LAWYER SURVEY RESPONSES

### Feedback from Mentors:

#### 1. What do you see is the role of a mentor?

- Help attorneys understand the law and procedures [needed] to provide the best services for the client and to appreciate the opportunity to be an attorney.
- To help the new lawyer start thinking and acting like a practicing lawyer rather than a law student.
- Orienting the mentee into the reality of the practice of law including ethics and unwritten rules and protocols.
- My role is to provide practical and real-life insight. These students are well-educated coming out of law school, but lack practical and other knowledge that comes from experience. They also need a sounding board that is not their supervising or managing attorney.
- I do not see my role as teaching legal research or other legal skills that should have been acquired in law school.
- Being a role model of a professional.
- Giving new lawyers a frame of reference for all the new things they are experiencing. One of the hardest things to judge is what is normal and what is not. A mentor gives a new lawyer perspective on the rules of conduct, professionalism and sometimes, if there is a good match, the substance of the law.

#### 2. What benefits have you received from mentoring?

- Getting to know a promising young lawyer. Reminding myself of ethical and professional rules that are important.
- I am more aware of my need to better communicate, listen, follow-up with and educate those I am mentoring.
- I've learned I really do know something.
- Involvement in our profession.
- Friendships, a renewed interest in the practice of law, the benefit of being engaged in solutions rather than on the sidelines, studying the Rules of Professional Conduct more often, reading the Preamble, walking the walk instead of talking the talk, helping the Court, helping the Bar, helping a young person find their way – the satisfaction of doing something good.
- I have to be sharp to answer good questions and provide useful information. I have to come to understand better the issues facing young lawyers trying to find good legal work in a tough market.

#### 3. What do you see as major challenges for mentors?

- Time.
- Resourcing law topics with which I don't have knowledge.

- Admitting our many mistakes to be used as examples.
- The breadth of the program requirements.
- A new lawyer that does not take initiative.
- Making the sessions meaningful and engaging.
- New lawyer becoming too dependent on mentor.

### **Feedback from New Lawyers:**

#### **1. What do you see is the role of the mentor?**

- A mentor is supposed to be able to help you transition into a practicing attorney after law school.
- To teach, to answer questions, to listen, and to challenge the mentee. Be there to answer questions (sometimes to answer the question you should have asked rather than the one you actually did ask). Be there as a sounding board and to provide ideas and friendship.
- I think a mentor should be there to guide and assist the attorney, but not to substitute his knowledge for the opportunity to learn firsthand. Mentors are most effective when they are genuinely available to discuss questions and concerns, rather than simply meeting to tick-off boxes through discussions about specific items or assignments.
- It should be about cultivating relationships with professionals in an effort to learn more about the profession as well as what it takes to be successful.
- Answer questions.

#### **2. What has been the greatest challenge as a new lawyer?**

- Figuring out what the heck I'm doing.
- Getting new clients/difficult clients.
- Being mistaken by other court officer for the defendant (criminal), interpreter or paralegal.
- Everything!
- Figuring out what I should be doing now to ensure a successful career in the long run and finding time to actually do those things.
- Gaining confidence to practice.
- Endless fees and dues I am required to pay.
- Managing work load and expectations with life.

## CHECKLIST - STEPS TO COMPLETION

Timelines for specific mentoring terms can be found [here](#).

COMPLETE	TASK	NEW LAWYER	MENTOR
	Create Account on <a href="#">NLTP Website</a> and Submit Profile.	✓	✓
	Watch NLTP Orientation Recording.	✓	
	Pay the \$150.00 Enrollment Fee through <a href="#">USB Practice Portal</a> .	✓	
	Send Mentor Request Through NLTP Website.	✓	Mentor reviews request and either accepts or denies.
	Attend Mentor Training, if required.		✓
	Have First Meeting (Initial Meeting) To Create Mentoring Plan.	✓	✓
	Submit Mentoring Plan, Goals, and Acknowledgment Through “Milestones” Tab on NLTP Website.	✓	Mentor reviews and approves on website.
	Submit THREE Progress Reports on “Milestones” tab.	✓	Mentor reviews and approves on website.
	Attend New Lawyer Ethics Course – Required (March, April, or October).	✓	
	Complete 6 (six) <b>Required</b> and 4 (four) <b>Elective</b> Sections During the Term.	✓	✓
	Monthly Meetings: Meet At Least 10 (ten) Times During the Term.	✓	✓
	Submit Completion Certification through NLTP Website on “Milestones” Tab During Last Month of NLTP Term.		✓
	Submit \$150.00 Completion Fee through <a href="#">USB Practice Portal</a>	✓	

## INITIAL MEETING GUIDE

WHAT	MENTOR	NEW LAWYER
<b>Come prepared.</b>	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.
<b>Mentor's career history.</b>	Give a brief career history including a description of your mentors and their effect on your career. If you lacked mentors, describe how it impacted your career. Describe why you practice in the areas you do and what path you took from law school to your current position. What would you have done differently? What is the best career choice you have made so far?	Listen. Ask for advice about how to reach your career goals.
<b>Discuss new lawyer's goals.</b>	Discuss new lawyer's career goals and interests. Listen. Ask questions.	Explain your career goals, including practice areas that interest you.
<b>Review Mentoring Term deadlines and MCLE compliance requirements.</b>	It is the new lawyer's responsibility to meet all of the NLTP deadlines and submit the required paperwork. However, it will help them if you are aware of the NLTP deadlines, and which documents you must submit through your NLTP dashboard for the new lawyer to meet their deadlines. Also, explain the need to meet MCLE requirements before the MCLE compliance deadline and the consequences of failing to meet compliance requirements.	Acknowledge your understanding of the mentoring term deadlines and MCLE compliance requirements.
<b>Develop a Mentoring Plan.</b>	Review the model mentoring plan. The plan has both required and elective elements. Work with the new lawyer to select elective activities that will provide training and help them reach desired career goals.	Review the model plan in advance. Be ready to discuss and develop an individualized plan.
<b>Establish a regular, monthly meeting time.</b>	<b>Schedule your next nine meetings.</b> You and the new lawyer are required to meet for at least one hour (though two hours is recommended) ten times throughout the twelve-month term. If you wait to set up meetings on a month-to-month basis, scheduling will become difficult for both of you and stressful for the new lawyer who must meet NLTP deadlines.	Agree to organize your time so as to make efficient use of the mentoring meetings. Be considerate of mentor's work schedule.

<p><b>Establish ground rules for the mentoring relationship.</b></p>	<p>Establish ground rules for the mentoring relationship. For instance, do you prefer to be contacted by email or phone? Should the new lawyer contact you or your assistant to set up a meeting? Should the new lawyer knock if your door is closed or come back another time?</p>	<p>Make sure you understand the ground rules for contacting and meeting with your mentor.</p>
<p><b>Agree to be candid about any problems.</b></p>	<p>Explain that you will inform new lawyer if a problem arises in the mentoring relationship or if a desired result is not being obtained.</p>	<p>Explain that you will inform mentor if a problem arises in the mentoring relationship or if a desired result is not being obtained.</p>

## TIPS FOR MENTORING

### Purposeful Mentoring:

- **Focused** on a goal or outcome.
- Both parties are **invested** in the outcomes of the mentoring relationship.
- Make **efficient** use of time: plan ahead and prepare.
- **Follow-up**. Do not let important discussions or experiences go without taking valuable lessons from them.
- **Evaluate** the relationship periodically. Find ways to improve communication, bolster experiences, learn together.
- Be **creative** in the experiences and discussions. Are there unique opportunities available? Are there others that would provide additional insight to a topic?
- Be open to **learning** from one another.

### Practical Mentoring:

- **Participation** is ideal, **observation** is valuable, **discussion** is vital.
- Be **clear** about scope of the mentoring relationship.
- **Plan** and **schedule** meetings ahead of time to lessen the chance of inconsistent encounters.
- **Write** a plan for the mentoring relationship. What tasks and goals do you want to accomplish?
- Determine how you will deal with **confidential** information or conflicts.
- **Listen** and provide constructive **feedback**.
- **Ask questions**.



## PROFESSIONALISM, PROFESSIONAL IDENTITY, AND PROFESSIONAL DEVELOPMENT

### Legal Professionalism:

“The . . . profession face[s] a future of continuing exponential growth of knowledge and rapidly changing markets where the lawyer who takes initiative with life-long, self-directed learning skills will be best able to secure meaningful employment and serve clients and others well.

“This internalized proactive commitment to professional development toward excellence is one of the foundations for a lawyer’s professional formation or professionalism.”

Neil Hamilton, “A Professional Formation/Professionalism Challenge: Many Students Need Help with Self-Directed Learning Concerning Their Professional Development Toward Excellence.” 27 Regent Univ. Law Rev. 225, 226,

[https://www.regent.edu/acad/schlaw/student\\_life/studentorgs/lawreview/docs/issues/v27n2/8\\_Hamilton\\_vol\\_27\\_2.pdf](https://www.regent.edu/acad/schlaw/student_life/studentorgs/lawreview/docs/issues/v27n2/8_Hamilton_vol_27_2.pdf)

### The NLTP has four main goals:

1. To train new lawyers in professionalism, ethics, and civility.
2. To assist new lawyers in their development of the practical skills and judgment necessary to effectively practice law.
3. To elevate the level and quality of legal practice in Utah.
4. To impart to Utah attorneys the importance of organizational mentoring.

The creation of professional attorneys is at the crux of the NLTP. The activities, meetings, events, and experiences during the mentoring program should center around that development. Beyond the NLTP, all attorneys should focus on the creation of their professional identity, the development of that identity over the course of their career, and the inclusion of the highest degree of professionalism within that identity development.

### Self-Assessment:

1. How well do you understand the Standards of Professionalism?
2. What is one area that you can improve on in the development of your professional identity?
3. What are your current resources and what skill do you want to pick up?
4. What are your personal weaknesses? What character traits do you want to develop?
5. What can you improve in your networking circle?

## WORK-LIFE BALANCE and WELL-BEING

### Looking out for your own well-being:

“Here’s an obvious observation: your employer is never going to tell you it’s time for you to have a bit of downtime. Your to-do list will never magically be completely checked off so that you can have rest and relaxation. If you do not own and take control over your own time, your own schedule, your day will become more filled with other people’s priorities.”

Jeena Cho, “Why Work/Life Balance is So Hard to Find.” Abovethelaw.com (Sep. 12, 2016, at 7:35 PM), <https://abovethelaw.com/2016/09/why-worklife-balance-is-so-hard-to-find/>

### Taking care of yourself first means you can better take care of your clients and focus on the development and maintenance of your professional identity.

Developing a sense of your unique strengths and aspirations will allow you to better craft career goals and habits in line with what inherently drives you. Developing resiliency, focusing on creating balance, taking time for well-being – these are all things that new lawyers, and veteran lawyers, should focus on.

Mentoring relationships, because they provide a space to talk about aspects of the practice of law that are beyond writing briefs and learning rules, can help both new lawyers and their mentors understand themselves better. As one new lawyer put it, the mentor helps “develop my own strengths, beliefs, and personal attributes.” (2015 Outstanding Mentor Award Nomination Letter – on file in the NLTP office.)

### Self-Assessment 1:

1. Take the VIA Survey – <https://www.viacharacter.org/>
2. What are your strengths? How do your strengths play into your career goals?
3. What can you change about your environment OR your mindset to have better balance?
4. How can you improve your mental health? Physical health? Emotional health?

### Self-Assessment 2:

1. Read “[Best Practices: Legal Professions](#)” created by The Utah State Bar’s Well-Being Committee for the Legal Profession.
2. Fill out at least one Worksheet in Appendix B.
3. Read at least one Worksheet (article) in Appendix C and find ways to integrate at least two of the recommendations into your life.
4. Review the Bar’s [Thriving Practices](#) and [Resource Directory](#).

## LEADERSHIP

### Basics of leadership

“... [E]ffective leadership boils down to five key ‘practices.’ The labels that follow are taken directly from [Jim] Kouzes and [Barry] Posner’s book, *The Leadership Challenge*.

**Model the way...**

**Inspire a shared vision...**

**Challenge the process...**

**Enable others to act...**

**Encourage the heart.”**

Dr. Larry Richard, “The Mind of the Lawyer Leader.” Law Practice Magazine, Sept./Oct. 2015 at: [http://www.americanbar.org/publications/law\\_practice\\_magazine/2015/september-october/lawyer-leader.html](http://www.americanbar.org/publications/law_practice_magazine/2015/september-october/lawyer-leader.html)

[https://www.lawyerbrain.com/wp-content/uploads/2023/04/the\\_mind\\_of\\_the\\_lawyer\\_leader\\_aba\\_lpm.pdf](https://www.lawyerbrain.com/wp-content/uploads/2023/04/the_mind_of_the_lawyer_leader_aba_lpm.pdf)

Legacy planning or transfer of institutional knowledge. These both refer to the same idea – making sure that those who come after have sufficient knowledge of what came before. It should be no surprise that the legal profession has changed and will continue to change. New lawyers are the rising leaders of the profession and need that institutional knowledge transferred to them. There are few better ways to do that than through mentoring.

At the same time, these new lawyers also need to feel like they have a place in the future of the profession. Encouragement, opportunities to act, being challenged all allow them to craft their own identity and stake a claim in the profession.

### Self-Assessment:

1. Who do you view as an ideal leader?
2. What leadership attributes do you want to develop?
3. Do you view yourself as a leader? How? Where? When?
4. Choose one or two of Kouzes’ and Posner’s leadership practices to incorporate into your relationships.

## RELATIONSHIPS

### Relationships and mentoring:

“At its core, mentoring is about relationships. Starting with the mentor/new lawyer relationship, the NLTP encourages new lawyers and their mentors to reach out to other attorneys to help in aspects of the program. But, beyond fulfilling a requirement, we want both the young lawyer and the mentor to continue to create those relationships that will keep the Utah legal community connected. Our profession is one of service. That means that our profession is one of relationships. Learning to communicate, to collaborate, and to be known is the business of a lawyer and a mentoring relationship, especially for one just entering the profession, can create the environment to learn how to build those professional relationships.”

Emily A. Sorensen, “Why Mentoring?” Utah Bar Journal, Sept./Oct. 2016, 40-43,  
[https://www.utahbar.org/wp-content/uploads/Sep\\_Oct\\_2016\\_FINAL.pdf](https://www.utahbar.org/wp-content/uploads/Sep_Oct_2016_FINAL.pdf).

“ . . . [T]he legal profession is a service profession.”

Frank H. Wu, “A Law School Dean Reflects on Law Firm Practice.” HuffingtonPost.com (Jun. 22, 2023, at 7:30 PM), [https://www.huffpost.com/entry/a-law-school-dean-reflect\\_b\\_2672201](https://www.huffpost.com/entry/a-law-school-dean-reflect_b_2672201)

Our profession is a service profession. Service is about relationships. Relationships with our colleagues, with opposing counsel, with judges, with our clients, with the public, and with ourselves. Part of mentoring is to give a space where those relationships can develop and where networking opportunities can grow.

### Self-Assessment:

1. Are you introverted (need to be alone to recharge) or extroverted (need people to recharge)? How does this affect the way you network professionally?
2. How can widen your networking circle?
3. What do you value in your relationships and how can you cultivate that?
4. What do you think is the purpose of professional relationships?

## NLTP MODEL MENTORING PLAN



U T A H S T A T E B A R<sup>®</sup>

**NEW LAWYER**

**Training Program**

*The first steps to success!*

# NLTP MODEL MENTORING PLAN

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# OVERVIEW

## Introduction

### Purpose of the NLTP

The Utah State Bar's New Lawyer Training Program (NLTP) is designed to assist new lawyers during the crucial transition from being a law student to the practicalities of being a lawyer. The program teaches new attorneys to develop the habits, practical skills, and judgment necessary to the effective practice of law. In addition, and perhaps more importantly, the NLTP aims to provide new attorneys with a more thorough understanding of the lawyer's duties of professionalism and civility, and that meeting those burdens will be paramount in their pursuit of a long and fulfilling career in the law.

- [Rule 14-808. New lawyer training program.](#)
- [Rule 14-404\(b\)](#) Inactive status, NLTP, and New Lawyer Ethics Program.

The Initial Meeting with your mentor must occur during the first month of the NLTP Term. You will need to meet with your mentor **monthly** for a total of 10 times during the 12-month mentoring term. You will need to electronically sign and submit the Individual Mentoring Plan that you created with your mentor within 60 days of the start of the term (see [NLTP Policies and Procedures](#)).

At the end of the NLTP term, you and your mentor will need to sign and date a hard copy of your Mentoring Plan, and your mentor should upload the completed copy. Documents can be uploaded through the [NLTP Portal](#) by navigating to the Documents tab. Be sure to label your Plan and choose the "Share with" to give your new lawyer access. You must record the date you completed each requirement and write in a brief statement about your experience (what you learned, what you liked or did not like, etc.) in the comments box at the end of each Section.

If the mentor determines that a new lawyer mentee should receive credit for legal experiences completed prior to admission to the Utah State Bar per [NLTP Policies and Procedures](#) paragraph 5d, then the new lawyer will need to upload the supporting documentation showing the requirement has been fulfilled.

Please visit the [NLTP website](#) for more Resources and FAQs. You may need to sign into your account before you can access the Videos and some documents.

### Individual Mentoring Plan

**Model Mentoring Plan:** The **Model Mentoring Plan** below does not fit all new lawyers' practice areas, professional interests, or goals. New lawyers and their mentors should work together to create a comprehensive plan reflecting the new lawyer's professional goals and interests while exposing them to both the practice and business of law. A thorough, well thought-out plan will help make the NLTP term meaningful and productive.

**Firm Mentoring Plan:** Firms and certain select groups such as a Legal Defender's office, District Attorney's office, County 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 Director for approval. If approved, reports to the Bar may vary from those listed below.

## Reporting to the Bar

Most of your reporting will be done through electronic forms available under the “Milestones” tab on your NLTP dashboard. The Progress Reports will appear approximately one month before they are due. The following must be submitted:

1. **“Review Mentoring Plan & Set Goals” form:** Once the new lawyer creates their mentoring plan with their NLTP mentor, the new lawyer must submit their plan to the Bar. This is done through the NLTP website under the “Milestones” tab. The new lawyer must also submit three professional goals that they wish to work on during the 12-month NLTP term. Once the new lawyer submits the electronic form, the mentor will be able to access it and approve it.
  2. **Progress Reports #1, #2, and Final Progress Report forms:** At periodic intervals throughout the 12-month NLTP term, the new lawyer will be required to fill out and submit a progress report form through their NLTP dashboard. These must also be reviewed and approved by the mentor on their own NLTP dashboard.
  3. **NLTP Completion Certification:** This electronic form will appear on the mentor’s NLTP dashboard no later than halfway through the last month of the NLTP term. The new lawyer should verify with their mentor that this form has been submitted.
-

## Instructions for Creating an Individual Mentoring Plan

**Please read these instructions carefully.**

### Before Your Meeting:

1. Read [New Lawyer Manual](#).
2. **Model Mentoring Plan:** Print this out and take it with you. Read through it before you go.
3. Review [NLTP Guide to Creating a Mentoring Plan](#).

### Meeting With Your Mentor:

1. **Discussion:** Discuss the new lawyer's professional goals, interests, and practice areas to develop and prioritize activities in the mentoring plan.
  - a. **Required Sections:** Review Required Sections 1 through 6 which must be included in the Mentoring Plan. The new lawyer and mentor may develop activities related to these subjects. The **optional** activities listed in this model plan may also be used. These are found under PART A below. Activities need not be completed in any particular order.
  - b. **Elective Sections:** Lawyers must select at least four **Electives Sections** (found under "**Elective Activities and Experiences**"). The electives cover 16 different areas of law. These are found in PART B below. \*Please note: new lawyers and mentors may create one or more electives covering other subjects of interest deemed appropriate given the new lawyer's particular area of practice. Examples of additional electives covering other areas of practice not listed in the Model Mentoring Plan can be found online [here](#).
  - c. **Additional Electives:** If you and your mentor would like to create an elective, please include it on your electronic Individual Mentoring Plan form through your NLTP dashboard and send it to [mentoring@utahbar.org](mailto:mentoring@utahbar.org) to request approval.
  - d. **Choose Sections:** Indicate which activities will be completed by the new lawyer during their mentoring term by checking the corresponding box next to each activity description in each **Required** Section 1 through 6 and relevant **Electives**.
2. **Summarize Plan:** The new lawyer and mentor should summarize their individual mentoring plan. Whether you choose to use this Model Mentoring Plan as a blueprint or create your own to submit for approval, you should track when you complete each requirement and briefly state what you learned.
3. **Summarize Three Goals:** The new lawyer and mentor should establish three goals the new lawyer would like to achieve during the NLTP.
4. **\*Sign and Submit Mentoring Plan** along with **Acknowledgement and Goals (see page 26)**.
5. **Deadline:** Your electronically signed Individual Mentoring Plan and Acknowledgment form must be submitted through your NLTP dashboard no later than **60 days after the mentoring term has started**. To access this form, go to your NLTP dashboard, go to the "Milestones" tab and click on the "Edit My Form: Mentoring Plan Acknowledgement and Goals."

If you have any questions regarding the creation of your mentoring plan, contact the NLTP Director at [mentoring@utahbar.org](mailto:mentoring@utahbar.org) or by calling (801) 746-5210.

*\*Your individual mentoring plan and goals are now submitted in an electronic form that you should submit through your NLTP dashboard under the "Milestones" tab. Once the new lawyer submits the form, the mentor will need to review it and approve it.*

New Lawyer: _____	Mentor: _____
Bar Number: _____	Bar Number: _____

## Mentor Meetings: Track Your Progress

The new lawyer and the mentor should plan to meet at least 10 times throughout the 12-month NLTP term (see [NLTP Policies and Procedures](#)) but may meet more often if desired. Each meeting should be at least one hour long though two hours is recommended.

The new lawyer and mentor should plan to meet monthly. However, in circumstances where it is unavoidable, the mentor and new lawyer may meet twice in one month and skip another month's meeting, but this should not be done more than two times.

<i>(Date)</i>	<i>(Topics Discussed)</i>
_____ 1.	First Month: <u>Initial Meeting,</u> _____
_____ 2.	Second Month: _____
_____ 3.	Third Month: _____
_____ 4.	Fourth Month: _____
_____ 5.	Fifth Month: _____
_____ 6.	Sixth Month: _____
_____ 7.	Seventh Month: _____
_____ 8.	Eighth Month: _____
_____ 9.	Ninth Month: _____
_____ 10.	Tenth Month: _____
_____ 11.	Eleventh Month: _____
_____ 12.	Twelfth Month: _____

\_\_\_\_\_  
**New Lawyer Signature**

\_\_\_\_\_  
**Date**

New Lawyer: \_\_\_\_\_ Mentor: \_\_\_\_\_

Bar Number: \_\_\_\_\_ Bar Number: \_\_\_\_\_

## Goals and Progress

### Track your Progress:

In your Initial Meeting with your mentor, decide on at least three goals that you would like to work toward during the mentoring term. These goals can be career-based, goals for the mentoring relationship, or both. Be clear about your goals. Then design and use the mentoring plan to help you work toward those goals. This form is for your own use.

### Report progress on your goals in each Progress Report form on website.

Report your goals along with your individual mentoring plan electronically through your NLTP dashboard under the “Milestones” tab. You will be asked to report your progress on your goals in each Progress Report form that you also submit under “Milestones.”

**Goal #1:**

**Goal #2:**

**Goal #3:**

# MODEL MENTORING PLAN

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## General Overview

### ACTIVITIES AND EXPERIENCES

#### PART A: Required Sections

Mentoring Relationship – Required Initial Meeting

Required Section 1 – Introduction to the Legal Community

Required Section 2 – Rules of Professional Conduct and Standards of Professionalism and Civility

Required Section 3 – Litigation and Transaction Handling Experiences

Required Section 4 – Introduction to Law Office Management

Required Section 5 – Working with Clients

Required Section 6 – Implicit Bias and Well-Being

#### PART B: Elective Sections

Elective Section A – Advocacy and Litigation

Elective Section B – ADR

Elective Section C – Negotiation

Elective Section D – Client Interviewing and Counseling

Elective Section E – Civil Procedure

Elective Section F – Criminal Procedure

Elective Section G – Estate Planning

Elective Section H – Probate

Elective Section I – Family Law

Elective Section J – Juvenile Law

Elective Section K – Business Law

Elective Section L – Tax Law

Elective Section M – Real Estate Law

Elective Section N – Employment Law

Elective Section O – Patent Law

Elective Section P – Trademark Law

Elective Section Q – Other Possible Electives

---

## Activities and Experiences

The activities and experiences found in the New Lawyer Training Program typically fall under one or more of the following categories:

- 1. **Participation:** Hands-on experiences with the activities you choose. While the Plan is intended to be flexible regarding practice areas, the emphasis should be on obtaining practical experiences.
- 2. **Observation:** If you are unable to participate in an activity, then observe your mentor or another attorney. Observing court proceedings can teach you a lot about the practice of law.
- 3. **Discussion:** In some cases, you can discuss principles and practices. Use examples as much as possible in these discussions.

If you are unable to participate in or observe activities involving forms, pleadings, or other documents, use mock examples. Client interactions and other activities can be hypothetically created if needed.

Pursuant to Utah Supreme Court Rule of Professional Practice [14-808. New Lawyer Training Program](#), the mentor may provide short-term, limited guidance or counsel, within the mentoring relationship, without expectation by either lawyer or the new lawyer’s client that a lawyer-client relationship has been formed. Accordingly, the new lawyer is not required to run a conflict check and the Utah Rules of Professional Conduct regarding conflicts or confidentiality of information will not apply when guidance or counsel is being provided on a short-term limited basis to a new lawyer regarding a new lawyer’s client. The mentor may exercise their judgment as to whether a conflict check is advisable. If the mentor and the new lawyer are engaged in on-going or regular guidance/counsel related to a specific client or clients, the mentor must comply with the relevant Utah Rules of Professional Conduct, which may require obtaining an informed consent/waiver from the client and/or to formally enter into a lawyer-client relationship through the execution of an appropriate engagement letter and fee agreement. The new lawyer and the mentor should refer to [Rule 14-808](#) with any questions.

Focus on professionalism and civility principles in all aspects of the plan. If the new lawyer has experience in areas of the plan already, develop a deeper understanding of potential ethical or professionalism issues that may arise (See Mentoring Guide on Professionalism)

## PART A: REQUIRED EXPERIENCES

### Mentoring Relationship – Required Initial Meeting.

(Date)

- \_\_\_\_\_ 1. During the first month of the mentoring term, the new lawyer should contact the mentor and arrange to meet at the mentor’s office to get acquainted and develop a mentoring plan.
- \_\_\_\_\_ 2. Reach an understanding on how matters designated as confidential by the new lawyer will be handled.

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## Required Section 1: Introduction to the Legal Community.

### General Mentor Tips

#### Required Experiences

(Date)

- \_\_\_\_\_ 1. Invite the new lawyer to attend a meeting of the local bar association ([CLE](#), event, pro bono, social) and discuss advantages of involvement with local, state and/or national bar or professional associations. Discuss a lawyer's obligation to provide pro bono service. Encourage the new lawyer to take a pro bono case as a way to provide service and gain legal experience. Encourage the new lawyer to fill out a pro bono volunteer sign-up form. You can also use the Bar's [Utah Pro Bono Opportunities Portal](#).
- \_\_\_\_\_ 2. Acquaint the new lawyer with [And Justice For All](#), including [Legal Aid](#), [Utah Legal Services](#), [Disability Law Center](#) and [other free clinics](#). The new lawyer and mentor are strongly encouraged to volunteer together at one of the free clinics.
- \_\_\_\_\_ 3. If applicable, discuss internal policy on performing public service, low income and pro bono projects (including [Utah Legal Help](#) sponsored by the Utah State Bar's [Access to Justice](#)), and hours allowed for these programs.
- \_\_\_\_\_ 4. Discuss and explain the annual [Mandatory CLE requirements](#) and ways to fulfill such requirements including [Bar CLE programs](#).
- \_\_\_\_\_ 5. Acquaint the new lawyer with services provided by the [Utah State Bar and affiliate organizations](#).

***Brief Statements on each Section 1 Required Experiences:***



## Resources

[Access to Justice](#), [Pro Bono](#), and [Reduced Fee](#)

[Utah Legal Help](#)

[Pro Bono Opportunity Portal](#)

[Modest Means Lawyer](#)

[Bar Commissioners](#)

[Bar Committees](#) and opportunities to [volunteer](#)

[Bar Licensing](#)

[Bar Sections and Affiliate Organizations](#)

[Affinity or Specialty Bars](#)

[Regional Bars](#)

[YDL](#) (Young Lawyers Division)

Communications: [Bar Journal](#), [Bar Blog](#), and [eBulletin](#)

[Consumer Assistance Program](#) (resolving conflicts between clients and attorney)

[Ethics Hotline](#)

[Fund for Client Protection](#)

[General Member Services](#)

[Licensed Lawyer Referral Service](#)

[Mental Health and Well Being](#) and [Resource Directory](#)

[The Well-Being Committee](#) and [Free access](#) to the [Unmind](#) app

[Free online therapy benefits](#) through [Tava](#)

[Lawyers Helping Lawyers](#)

Practice Management

**Optional Experiences**

(Date)

- \_\_\_\_\_ A. Introduce the new lawyer to other lawyers in the community through attendance at local bar association meetings or other legal community meetings.
- \_\_\_\_\_ B. Review and discuss Bar sections and committees and the value of getting involved in Bar activities and service, including the Young Lawyers Division.
- \_\_\_\_\_ C. Escort the new lawyer on a tour of the local courthouse(s) and, to the extent practicable, introduce them to members of the judiciary, court personnel, and clerks of court.
- \_\_\_\_\_ D. Provide 4 forms to the new lawyer based on the new lawyer's need or request or provide the most-used sample pleadings utilized by the mentor (identifying and confidential information should be redacted or otherwise removed from the documents.)

***Brief Statements about Section 1 Optional Experiences:***

Month/Project/Case/Ongoing _____
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# Required Section 2: Rules of Professional Conduct and Standards of Professionalism and Civility.

## Required Experiences

(Date)

- \_\_\_\_\_ 1. **Attend the required NLTP Ethics Course offered in the fall or spring. Review the CLE calendar on the Utah State Bar website for seminar dates and to register.**
- \_\_\_\_\_ 2. Review and discuss the [Rules of Professional Conduct](#). Review and discuss the following [Rules](#).
  - 1.7-8. Conflict of interest: current clients;
  - 3.3. Candor toward the tribunal;
  - 4.2 Communication with persons represented by counsel; or
  - 4.3 Dealing with unrepresented persons.
  - 6.1 Voluntary pro bono legal system
- \_\_\_\_\_ 3. Review and discuss the Utah [Standards of Professionalism and Civility](#). Discuss the Preamble and all twenty standards. Discuss any “unwritten” customary rules of civility or etiquette among lawyers and judges in the community.
- \_\_\_\_\_ 4. Discuss ethical issues that arise with some regularity in the practice setting. Discuss ways to resolve the issues, referring to experience, as well as the Rules of Professional Conduct. Include in the discussion the importance and use of an in-practice or firm conflict resolution committee. Review and discuss the importance of and methods used to screen for potential conflicts. Discuss the differences between issue conflicts and client conflicts.
- \_\_\_\_\_ 5. Discuss the process and importance of responding to Bar complaints and requests for information from the [Office of Professional Conduct](#) (OPC).
- \_\_\_\_\_ 6. Discuss availability of the Bar’s [Ethics Hotline and website](#).

### ***Brief Statements about Section 2 Required Experiences:***

### **Resources:**

The [Utah Bar Journal](#) has a “Focus on Ethics & Civility” article in each publication. Each article discusses a different area of ethics or civility that would be helpful for you to review and include as part of the mentorship.

Month/Project/Case/Ongoing _____
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## Required Section 3: Litigation and Transaction Handling Experiences

### Choose 10 Experiences

- Choose 4 from the Required Practice Experience section list.
- Choose 6 from the Additional Experiences section list.

The new lawyer is required to complete at least 10 of the following experiences in Litigation and Transaction Handling. At least 4 of the 10 experiences must satisfy the Required Practice Experience section detailed below. The experiences in this section are intended to give all new lawyers an opportunity to receive cross-training and exposure to areas of practice beyond their usual work.

Up to four of the selected experiences may be accomplished during law school in a credit-earning externship; a law school clinical program; a simulated skills course; a mock trial course or competition; or a supervised Pro Bono case. See the NLTP Policies and Procedures and New Lawyer Training Program

#### a. Required Practical Experience—Choose 4

During the year, the new lawyer must have at least 4 practical experiences that are observed/checked by the mentor or another member of the Utah State Bar. The new lawyer should be in an active, not observational, role for these specific experiences. The mentor should provide feedback based on the new lawyer's performance. The new lawyer should choose 4 separate practical experiences from the following list:

(Date)

- \_\_\_\_\_ 1. Participate in a clinic held by the Utah State Bar such as the [Pro Se Calendar](#).
- \_\_\_\_\_ 2. Take on a pro bono case with the mentor as co-counsel or in an advisory role through the Utah State Bar. If the mentor is not counsel of record with a proper engagement letter and fee agreement in place, then the new lawyer should either (1) obtain informed consent/waiver from the client that allows the mentor to be involved in the case, or (2) ensure that all information learned during the representation remains confidential and privileged. If the latter, the new lawyer should speak in generalities or hypothetical terms, or redact or otherwise remove identifying, confidential information. Please refer to [Rule 14-808](#).
- \_\_\_\_\_ 3. Have the mentor review and provide feedback on 3 written products drafted by the new lawyer, such as motions, proposed orders, letters to opposing counsel, in-depth email correspondence to opposing counsel, in-depth letters to clients, etc. If possible, the new lawyer should redact or otherwise remove identifying, confidential information. Please refer to [Rule 14-808](#).
- \_\_\_\_\_ 4. With the client's permission and their signed waiver, have the mentor sit in on an in-office meeting that is run by the new lawyer.
- \_\_\_\_\_ 5. With the client's permission and signed waiver, have the mentor sit in on a mediation that is run by the new lawyer.
- \_\_\_\_\_ 6. With the client's permission and signed waiver, have the mentor sit in on a hearing that is run by the new lawyer.

(Date)

- \_\_\_\_\_ 7. Participate in a CLE that provides practical experience, such as Young Lawyer Division’s Litigation 101 series or the Litigation Section’s Trial Skills Academy.

The new lawyer and mentor can create other practical experiences for the new lawyer that satisfies this requirement, so long as the activity is presented to the NLTP Director and approved; the activity is run by the new lawyer; and the mentor is present and able to provide feedback afterwards.

The new lawyer can turn one of the experiences listed below (“Additional Experience” Section) into a practical experience that would satisfy this “Required Practical Experience” Section so long as the activity is run by the new lawyer and the mentor is present and able to provide feedback afterwards.

**Brief Statements about Section 3 Required Experiences:**

**b. Additional Experience—Choose 6**

(Date)

- \_\_\_\_\_ A. Participate in drafting a fee agreement for a client.
- \_\_\_\_\_ B. Participate in a deposition of a witness or adverse party in a civil action.
- \_\_\_\_\_ C. Participate in a trial in a civil or criminal case in either a state or federal court. (Cross-reference with Elective Section A)
- \_\_\_\_\_ D. Participate in an evidentiary hearing in a state or federal court.
- \_\_\_\_\_ E. Observe or participate in a mediation or an arbitration.
- \_\_\_\_\_ F. Observe or participate in a negotiation and explain relevant background context.
- \_\_\_\_\_ G. Participate in the interviewing of a client.
- \_\_\_\_\_ H. Participate in the counseling of a client.
- \_\_\_\_\_ I. Prepare a complaint and a summons. (Cross-reference with Elective Section E)
- \_\_\_\_\_ J. Participate in trial preparation and observe or participate in a trial.
- \_\_\_\_\_ K. Participate in or observe an appellate argument in the Utah Supreme Court, Utah Court of Appeals or in a Federal Appellate Court. (Cross-reference with Elective Section A)
- \_\_\_\_\_ L. Participate in plea negotiations or review a plea agreement.
- \_\_\_\_\_ M. Participate in drafting and reviewing wills and revocable living trusts.
- \_\_\_\_\_ N. Participate in drafting and reviewing initial probate documents.
- \_\_\_\_\_ O. Participate in forming business entities by drafting and reviewing incorporation documents and business agreements.
- \_\_\_\_\_ P. Participate in preparing settlement documents, including a discussion of any tax implications in a settlement including a monetary award.
- \_\_\_\_\_ Q. Participate in an administrative hearing.
- \_\_\_\_\_ R. Participate in drafting, amending, or reviewing a contract.
- \_\_\_\_\_ S. Participate in drafting a pleading or motion for an administrative body or a state or federal court.
- \_\_\_\_\_ T. Participate in preparing a client’s tax return.

**Brief Statements about Section 3 Additional Experiences:**

Month/Project/Case/Ongoing _____
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## Required Section 4: Introduction to Law Office Management.

### **Required Experiences:**

(Date)

- \_\_\_\_\_ 1. Tour the mentor's office to demonstrate and explain how the following items of law practice management are used and handled in the mentor's office, if applicable: (discuss these practices if a tour is not feasible)
- a. Time Records. Discuss how to write a time entry that is meaningful to clients, billing partners and, if necessary, a court in a case involving fee awards. Explain realization.
  - b. Discuss best practices and current practices regarding records of client-related expenses.
  - c. Discuss the billing system.
  - d. Review escrow and trust account rules for handling of client funds, including importance of clearing checks before funds are drawn and authority needed to pay fees from client funds in trust.
  - e. Introduce the new lawyer to the filing system.
  - f. Review and discuss malpractice insurance policy and review the insurance and disclosure forms required annually by the carrier.
  - g. Introduce the new lawyer to the document retention plan.
  - h. Introduce the calendar and "tickler" or reminder systems.
  - i. Introduce the information technology systems.
  - j. Introduce the library and research systems.
- \_\_\_\_\_ 2. Discuss practices to maintain client confidentiality.
- \_\_\_\_\_ 3. Discuss office conflict of interest procedures.

### **Brief Statements about Section 4 Required Experiences:**

### **Optional Experiences:**

(Date)

- \_\_\_\_\_ A. Introduce other resources (publications, seminars, equipment, etc.) that a new lawyer might find particularly helpful in their work.
- \_\_\_\_\_ B. Discuss the roles and responsibilities of paralegals, secretaries, and other office personnel, and how to establish good working relationships with others in the office who are support staff, colleagues, or senior partners.

### **Optional Focused Product:** For solo practitioners, outside mentoring, or non-private practitioners

- \_\_\_\_\_ A. Create a business plan.
- \_\_\_\_\_ B. Draft policies and procedures for a law office.

**Brief Statements about Section 4 Optional Experiences and Optional Focused Product:**

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Month/Project/Case/Ongoing _____
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**Required Section 5: Working with Clients**  
(Required Where Applicable).

[Mentor Tips](#)

**Required Experiences**

(Date)

- \_\_\_\_\_ 1. Engage in a training discussion about client interaction, including tips for gathering information about a legal matter and appraising the credibility and trust of a potential client.
- \_\_\_\_\_ 2. Train, through discussion and client interaction, how to screen for, recognize, and avoid conflicts of interest.
- \_\_\_\_\_ 3. Train on using retainer or engagement letters and discuss frequent issues that arise regarding the scope of representation.
- \_\_\_\_\_ 4. Discuss “DOs and DON’Ts” of maintaining good ongoing client relations, such as returning telephone calls and keeping clients informed about matters.
- \_\_\_\_\_ 5. Discuss terminating the lawyer-client relationship and necessary documentation.

**Brief Statements about Section 5 Required Experiences:**

**Optional Experiences**

- \_\_\_\_\_ A. Train on how to decide whether to accept a proffered representation.
- \_\_\_\_\_ B. Train on how to talk about and set the fee for legal services. Review and discuss retainer agreements.
- \_\_\_\_\_ C. Discuss how to deal with a “difficult” client and how to decline representation of the unrealistic or “impossible” client.
- \_\_\_\_\_ D. Participate in or observe at least one client interview or client counseling session.
- \_\_\_\_\_ E. Review and understand contingency fee agreements and issues to be included.

**Optional Focused Product**

- \_\_\_\_\_ A. Draft or evaluate a client intake form.

**Brief Statements about Section 5 Optional Experiences and Optional Focused Product:**

Month/Project/Case/Ongoing \_\_\_\_\_



# Required Section 6: Well-Being and Implicit Bias.

## Mentoring Guide

### 6.a. Well-Being

#### **The Legal Profession and Mental Health, and the Importance of Lawyer Well-Being:**

Although the legal profession has known for years that many of its students and practitioners are languishing, far too little has been done to address it. . . . [Y]oung lawyers in the first ten years of practice and those working in private firms experience the highest rates of problem drinking and depression. . . .

We define lawyer well-being as a continuous process whereby lawyers seek to thrive in each of the following areas: emotional health, occupational pursuits, creative or intellectual endeavors, sense of spirituality or greater purpose in life, physical health, and social connections with others. Lawyer well-being is part of a lawyer’s ethical duty of competence. It includes lawyers’ ability to make healthy, positive work/life choices to assure not only a quality of life within their families and communities, but also to help them make responsible decisions for their clients. It includes maintaining their own long term well-being. This definition highlights that complete health is not defined solely by the absence of illness; it includes a positive state of wellness.”

National Task Force on Lawyer Well-Being, *The Path to Lawyer Well-Being: Practical Recommendations for Positive Change*. AMERICAN BAR ASSOCIATION. AUGUST 2017. at 7 and 9.

The [Utah Bar Journal](#) has a “Lawer Well-Being” article in each publication. Each article discusses a different area of ethics or civility that would be helpful for you to review and include as part of the mentorship.

(Date)

- \_\_\_\_\_ 1. Discuss the importance of family and life balance, including any billable hour requirements not previously discussed.
- \_\_\_\_\_ 2. Review “[Best Practices: Legal Professions](#)” by the Well-Being Committee for the Legal Profession. Discuss the importance of “well-being.”
- \_\_\_\_\_ 3. Engage the new lawyer in a discussion about developing limits and boundaries for work time and personal time. Develop a plan to address situations when limits or boundaries are violated.
- \_\_\_\_\_ 4. Review and discuss the following [confidential mental health and well-being benefits](#) available to Utah Bar members including [Unmind](#), [Tava Health](#), and [Utah Lawyers Helping Lawyers](#).

#### **Resources:**

Kristin K. Woods, *Utah State Bar Commission Passes Historic Funding for Attorney Wellness*, Utah B.J., Jan./Feb. 2023, at 11. [https://www.utahbar.org/wp-content/uploads/2023/01/2023\\_FINAL\\_01\\_Jan\\_Feb.pdf](https://www.utahbar.org/wp-content/uploads/2023/01/2023_FINAL_01_Jan_Feb.pdf)

Kent B. Scott, *Lawyering Through the Stigma of Addiction*, Utah B.J., Jan./Feb. 2023, at 52, [https://www.utahbar.org/wp-content/uploads/2023/01/2023\\_FINAL\\_01\\_Jan\\_Feb.pdf](https://www.utahbar.org/wp-content/uploads/2023/01/2023_FINAL_01_Jan_Feb.pdf).

6.b. Implicit Bias

The Legal Profession and Implicit Bias:

“...[I]mplicit bias can lead to discriminatory behavior that is harmful to those being marginalized and society at large. As lawyers, we serve a pluralistic society and must develop the ability to communicate with and advocate effectively on behalf of clients from diverse backgrounds. This includes developing cultural competence and mastery of the language of diversity, equity, and inclusion. Educating ourselves about the racial disparities in the criminal justice system is an eye-opening experience as well.”

Rebecca Howlett and Cynthia Sharp, *Eliminating Implicit Bias among Lawyers, Part 1*, American Bar Association, March 26, 2021,

- 1. Watch at least three videos from UCLA’s Implicit Bias Video Series by Jerry Kang and discuss.
2. Read “What is Implicit Bias” and “Eliminating Implicit Bias among Lawyers, Part 1” on the American Bar Association’s website and discuss.
3. Take two of the Harvard tests for implicit bias. Discuss the results focusing on how our ways of viewing the world inform the way we interact with clients, colleagues, and others in the legal profession. Consider the following:
a. What was your initial reaction to the results from the test?
b. Why do you think the results came out the way they did?
c. How do the results of these tests impact you in your career?

Resources and Articles

- Utah State Bar Well-Being Resources
ABA: Work-Life Balance
Utah Center for Legal Inclusion (UCLI): Diversity, Equity, and Inclusion. Recorded Trainings.
ABA: Diversity, Equity, Inclusion Resources
Sonia Russo, “Be the Change: How Mentoring Can Improve Diversity in the Legal Profession.” Law Practice Today (July 14, 2016), https://www.lawpracticetoday.org/article/mentoring-improve-diversity-legal-profession/.

Brief Statements about Section 6 Required Experiences:

Month/Project/Case/Ongoing \_\_\_\_\_

END OF REQUIRED SECTIONS

# PART B: ELECTIVES

**Choose at least 4 electives identified in** Sections A through Q, from the example sample electives on the NLTP website’s Resources page or submit a proposed elective for approval.

- Within each area, select as many activities as feasible.
- Under each area, you are encouraged to adjust the activities and experiences to your particular practice setting and individual needs.
- The mentor (or another experienced lawyer approved by the mentor) should monitor and facilitate the progress of the new lawyer in fulfilling practice experiences by discussing the context and assessing the activity selected.

Area for brief statements are located at the end of the Elective Sections.

### Elective Section A: Advocacy.

*(Date)*

- \_\_\_\_\_ 1. Attend an appellate argument in the Utah Supreme Court, the Utah Court of Appeals, or a United States Circuit Court of Appeal and discuss.
- \_\_\_\_\_ 2. Attend or participate in a hearing on a motion; discuss.
- \_\_\_\_\_ 3. Attend or participate in an oral argument; discuss.
- \_\_\_\_\_ 4. Attend or participate in a trial, including voir dire if a jury trial; discuss.
- \_\_\_\_\_ 5. Discuss frequent issues that arise in litigation concerning specific Rules of Civil Procedure, and the local rules that apply in either state or federal court.
- \_\_\_\_\_ 6. Participate in 26(f) conference to discuss settlement, discovery plan and initial disclosures.
- \_\_\_\_\_ 7. Discuss the mechanics of trial, including where to stand, proper attire, when to stand, courtroom decorum, judges’ bench books, etc.
- \_\_\_\_\_ 8. Participate in drafting discovery requests, including interrogatories, requests for admission and requests for production of documents.
- \_\_\_\_\_ 9. Participate in preparing for and observing (or taking or defending) depositions.

Month/Project/Case/Ongoing \_\_\_\_\_

### Elective Section B: ADR.

Review and discuss Utah statutes on mediation including requirement to screen for potential conflict of interest of mediator.

- \_\_\_\_\_ 1. Observe, participate in, or prepare for an actual or simulated mediation.
- \_\_\_\_\_ 2. Observe, participate in, or prepare for, an arbitration and review and discuss AAA rules.
- \_\_\_\_\_ 3. Discuss how to prepare a client for mediation or arbitration.

Month/Project/Case/Ongoing \_\_\_\_\_

### Elective Section C: Negotiation.

Discuss how to prepare for the negotiation of a legal matter (e.g., release of a personal injury claim, lease agreement, etc.).

- \_\_\_\_\_ 1. Discuss when and how negotiation should be initiated.
- \_\_\_\_\_ 2. Discuss when and how to involve the client in negotiation.
- \_\_\_\_\_ 3. Discuss ethical and professional obligations of negotiators.
- \_\_\_\_\_ 4. Discuss skills needed to be an effective negotiator and how to acquire them.

Month/Project/Case/Ongoing \_\_\_\_\_

### Elective Section D: Client Interviewing and Counseling. (Cross-reference with Required Section 5)

- \_\_\_\_\_ 1. Discuss and review interview techniques (asking the right questions).
- \_\_\_\_\_ 2. Discuss and review counseling techniques (providing the hard advice).
- \_\_\_\_\_ 3. Simulate and discuss the counseling of a client (mentor and new lawyer should alternate being client and lawyer).
- \_\_\_\_\_ 4. Participate in interviewing a client.
- \_\_\_\_\_ 5. Participate in counseling a client.

Month/Project/Case/Ongoing \_\_\_\_\_

### Elective Section E: Civil Procedure.

- \_\_\_\_\_ 1. Prepare complaint.
- \_\_\_\_\_ 2. Prepare summons.
- \_\_\_\_\_ 3. Cause summons to be served.
- \_\_\_\_\_ 4. Participate in preparing a Rule 12 motion to dismiss.
- \_\_\_\_\_ 5. Participate in preparing answer to complaint, counterclaim, cross-claim and third-party complaint.
- \_\_\_\_\_ 6. Participate in 26(f) conference to discuss settlement, discovery plan and initial disclosures.
- \_\_\_\_\_ 7. Participate in preparing initial disclosures as required by Rule 26.
- \_\_\_\_\_ 8. Participate in preparing for and observing, taking, or defending a deposition.
- \_\_\_\_\_ 9. Participate in drafting discovery requests, including interrogatories, requests for admission and requests for production of documents.
- \_\_\_\_\_ 10. Participate in identifying expert witnesses and producing expert witness reports.
- \_\_\_\_\_ 11. Participate in depositions including the deposition of expert witnesses.
- \_\_\_\_\_ 12. Participate in preparing motions and memoranda in support of summary judgment.
- \_\_\_\_\_ 13. Participate in preparing pretrial order and making pretrial disclosures of witnesses and exhibits.

Month/Project/Case/Ongoing \_\_\_\_\_

**Elective Section F: Criminal Procedure.**

- \_\_\_\_\_ 1. Participate in client or witness interview.
- \_\_\_\_\_ 2. Participate in charge decisions with prosecutor's office.
- \_\_\_\_\_ 3. Participate in discovery demands on prosecutor, including request for exculpatory materials.
- \_\_\_\_\_ 4. Participate in engagement of private investigator to interview witnesses.
- \_\_\_\_\_ 5. Review information or indictment for constitutional and/or pleading defects.
- \_\_\_\_\_ 6. Research elements of crime charged or under investigation; discuss.
- \_\_\_\_\_ 7. Review and discuss pretrial diversion requirements.
- \_\_\_\_\_ 8. Review and discuss plea in abeyance statute in a particular case and study applicable statute.
- \_\_\_\_\_ 9. Review and discuss criteria for a one- or two-level reduction of offense in a particular case and study applicable statute.
- \_\_\_\_\_ 10. Participate in discussions with Pretrial Services (bail).
- \_\_\_\_\_ 11. Participate in editing Statement by Defendant in Advance of Plea.
- \_\_\_\_\_ 12. Observe and/or participate in trial.
- \_\_\_\_\_ 13. Observe and/or participate in entry of plea in court.
- \_\_\_\_\_ 14. Review and discuss Presentence Report; participate in filing objections.
- \_\_\_\_\_ 15. Research and participate in analysis of federal sentencing guidelines in particular federal case.

Month/Project/Case/Ongoing _____
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**Elective Section G: Estate Planning.**

- \_\_\_\_\_ 1. Participate in drafting and reviewing at least six of the following:
  - Wills.
  - Revocable living trusts: tax planning.
  - Revocable living trusts: non-tax planning.
  - Revocable living trusts: generation skipping tax planning.
  - Irrevocable trusts.
  - Durable powers of attorney.
  - Special powers of attorney for health care.
  - Directives to physicians (living wills).
  - Life insurance trusts.
  - Transfer of ownership documents: quit-claim deeds.
  - Transfer of ownership documents: assignments.
- \_\_\_\_\_ 2. Assist in gathering and organizing client information.
- \_\_\_\_\_ 3. Prepare diagrams of specific estate plans for clients.
- \_\_\_\_\_ 4. Prepare estate planning binders for clients.
- \_\_\_\_\_ 5. Prepare Crummey notices for life insurance trusts.

Month/Project/Case/Ongoing _____
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**Elective Section H: Probate.**

- \_\_\_\_\_ 1. Prepare notice to creditors and arrange for publication.
- \_\_\_\_\_ 2. Prepare inventory of estate.

Month/Project/Case/Ongoing \_\_\_\_\_

**Elective Section I: Family Law.**

- \_\_\_\_\_ 1. Review and discuss the Rules of Civil Procedure specific to Family Law.
- \_\_\_\_\_ 2. Understand the role of a Domestic Relations Commissioner. Meet as many commissioners as possible.
- \_\_\_\_\_ 3. Review Rule 26.
- \_\_\_\_\_ 4. Create a child support worksheet.
- \_\_\_\_\_ 5. Observe hearing on motion for temporary orders.
- \_\_\_\_\_ 6. Observe or participate in custody evaluation settlement conference if permission is granted.
- \_\_\_\_\_ 7. Participate in a collaborative law meeting if permission is granted. (For a definition of “collaborative law,” see Utah Code of Judicial Administration.)
- \_\_\_\_\_ 8. Participate in a mediation if permission is granted.
- \_\_\_\_\_ 9. Observe or participate in a family law trial.
- \_\_\_\_\_ 10. Participate in preparing a premarital agreement or review and discuss statutory requirements, case law, and necessary terms of premarital agreements.

Month/Project/Case/Ongoing \_\_\_\_\_

**Elective Section J: Juvenile Law.**

- \_\_\_\_\_ 1. Attend or participate in a shelter hearing.
- \_\_\_\_\_ 2. Attend or participate in a disposition hearing.
- \_\_\_\_\_ 3. Discuss the standards for removal with a Department of Child and Family Services (DCFS) worker.
- \_\_\_\_\_ 4. Discuss the role of a juvenile Guardian ad Litem; introduce where possible.
- \_\_\_\_\_ 5. In a Juvenile delinquency case, observe, participate in, or discuss:
  - A detention hearing.
  - The role of a probation officer in detention cases.
  - An arraignment.
  - A pre-trial.
  - A trial.

Month/Project/Case/Ongoing \_\_\_\_\_

**Elective Section K: Business Law.**

- \_\_\_\_\_ 1. Participate in forming business entities by drafting and reviewing at least three of the following:
- a. Bylaws.
  - b. Articles of incorporation.
  - c. Articles of organization.
  - d. Operating agreements.
  - e. Partnership agreements.
  - f. Corporate minutes and resolutions.
- \_\_\_\_\_ 2. Participate in drafting and reviewing at least three of the following:
- a. Shareholders' agreements.
  - b. Buy-sell agreements.
  - c. Stock purchase agreements.
  - d. Asset purchase agreements.
  - e. Noncompetition agreements.
  - f. Security/collateral agreements.
  - g. Promissory notes.
- \_\_\_\_\_ 3. Participate in the due diligence process for mergers and acquisitions.
- \_\_\_\_\_ 4. Prepare UCC filings.

Month/Project/Case/Ongoing \_\_\_\_\_

**Elective Section L: Tax Law.**

- \_\_\_\_\_ 1. Prepare and analyze tax calculations.
- \_\_\_\_\_ 2. Participate in preparing certain IRS tax forms, including the following:
- Form 2553 (S Corporation Election).
  - Form 709 (Gift Tax Return).
  - Form 706 (Estate Tax Return).
  - Form 1041 (Income Tax for Trusts).

Month/Project/Case/Ongoing \_\_\_\_\_

**Elective Section M: Real Estate Law.**

- \_\_\_\_\_ 1. Search a title at Recorder's Office.
- \_\_\_\_\_ 2. Participate in drafting and reviewing at least four of the following:
- Real estate purchase agreements.
  - Deeds of trust.
  - Mortgages.
  - Commercial leases.
  - Residential leases.
  - Notice of Default on the above.

Month/Project/Case/Ongoing \_\_\_\_\_

**Elective Section N: Employment Law**

- \_\_\_\_\_ 1. Review and discuss the UALD/EEOC administrative process. Review or participate in drafting a charge or the response to a charge.
- \_\_\_\_\_ 2. Prepare for and participate in the UALD/EEOC administrative process, including a resolutions conference or an appeal to the Labor Commission.
- \_\_\_\_\_ 3. Participate in drafting a separation or settlement agreement.
- \_\_\_\_\_ 4. Participate in consultation with management on HR issues.
- \_\_\_\_\_ 5. Prepare for and observe or participate in an unemployment benefits insurance appeal hearing.
- \_\_\_\_\_ 6. Review and discuss an ongoing employment law issue, such as a claim under Title VII, the Family Medical Leave Act, the Americans with Disabilities Act, or other substantive federal law or its state counterpart.

Month/Project/Case/Ongoing \_\_\_\_\_

**Elective Section O: Patent Law**

- \_\_\_\_\_ 1. Observe or participate in a client interview.
- \_\_\_\_\_ 2. Participate in patent search/evaluation.
- \_\_\_\_\_ 3. Participate in drafting and filing a patent application.
- \_\_\_\_\_ 4. Participate in filing an Information Disclosure Statement (IDS).
- \_\_\_\_\_ 5. Participate in drafting an Office Action response.
- \_\_\_\_\_ 6. Participate in a telephone conversation with an Examiner.
- \_\_\_\_\_ 7. Participate in preparing and drafting an appeal brief.
- \_\_\_\_\_ 8. Discuss and review techniques for successful patent prosecution.
- \_\_\_\_\_ 9. Participate in patent litigation.

Month/Project/Case/Ongoing \_\_\_\_\_

**Elective Section P: Trademark Law**

- \_\_\_\_\_ 1. Observe or participate in a client interview.
- \_\_\_\_\_ 2. Participate in trademark search/evaluation.
- \_\_\_\_\_ 3. Participate in drafting and filing a trademark application.
- \_\_\_\_\_ 4. Participate in drafting an Office Action response.
- \_\_\_\_\_ 5. Participate in preparing and drafting an appeal brief.
- \_\_\_\_\_ 6. Discuss and review techniques for successful trademark prosecution.
- \_\_\_\_\_ 7. Participate in trademark litigation.
- \_\_\_\_\_ 8. Participate in drafting and filing a copyright application.

Month/Project/Case/Ongoing \_\_\_\_\_



## Elective Section Q: Other Possible Electives

There are a number of other substantive areas of the law not included but for which you may prepare a plan and your own check-off sheet. These will need to be sent to the NLTP Director at [mentoring@utahbar.org](mailto:mentoring@utahbar.org) for approval by the NLTP Committee. Those areas include but are not limited to:

(Date)

- \_\_\_\_\_ 1. Administrative law
- \_\_\_\_\_ 2. Antitrust law
- \_\_\_\_\_ 3. Bankruptcy law - [Sample Electives](#)
- \_\_\_\_\_ 4. Constitutional law
- \_\_\_\_\_ 5. Construction Law - [Sample Electives](#)
- \_\_\_\_\_ 6. Contract law - [Sample Electives](#)
- \_\_\_\_\_ 7. Corporate Governance - [Sample Elective](#)
- \_\_\_\_\_ 8. Criminal Defense - [Sample Electives](#)
- \_\_\_\_\_ 9. Environmental law and compliance
- \_\_\_\_\_ 10. Ethical leadership in corporate practice (audit committees, Sarbanes Oxley, corporate monitors).
- \_\_\_\_\_ 11. Health care law
- \_\_\_\_\_ 12. Immigration law - [Sample Electives](#)
- \_\_\_\_\_ 13. Insurance defense law, including coverage analysis
- \_\_\_\_\_ 14. Lobbying requirements, ethics and state legislative process.
- \_\_\_\_\_ 15. Merger and Acquisition law - [Sample Electives](#)
- \_\_\_\_\_ 16. Municipal Law - [Sample Electives](#) – Additional resources on file with NLTP
- \_\_\_\_\_ 17. Oil, gas, and mining law - [Sample Electives](#)
- \_\_\_\_\_ 18. Personal injury law, including products liability - [Sample Electives](#)
- \_\_\_\_\_ 19. Prosecution - [Sample Electives](#)
- \_\_\_\_\_ 20. Public utilities law - [Sample Electives](#)
- \_\_\_\_\_ 21. Securities law - [Sample Electives](#)
- \_\_\_\_\_ 22. Water law
- \_\_\_\_\_ 23. Other: please submit your proposed elective to NLTP Director for review by the NLTP Committee.

## Comments on 4 Elective Sections

**First Elective Section: Brief Statements about Elective Section \_\_\_\_:**

**Second Elective Section: Brief Statements about Elective Section \_\_\_\_:**

**Third Elective Section: Brief Statements about Elective Section \_\_\_\_:**

**Fourth Elective Section: Brief Statements about Elective Section \_\_\_\_:**

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**END OF ELECTIVE SECTIONS**

### For Your Records\*

The following are hard-copy examples of the forms that you will need to fill out and submit through the “Milestones” tab on your NLTP dashboard. You will not need to turn these in.

#### \*MENTORING PLAN ACKNOWLEDGMENT AND GOALS

By submitting this form along with the new lawyer’s three goals and proposed mentoring plan, the mentor and new lawyer are certifying that the parties have agreed to follow the mentoring plan and activities as set forth above. Both parties further pledge that they will devote the time and effort necessary to carry out this plan and meet the new lawyer’s goals.

**MENTOR:**

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\_\_\_\_\_  
***Mentor Name (please print)***

***Bar Number***

---

\_\_\_\_\_  
***Mentor Signature***

***Date***

**NEW LAWYER:**

---

\_\_\_\_\_  
***New Lawyer Name (please print)***

***Bar Number***

---

**New Lawyer Signature**

**Date**

*\*This is now an electronic form that you should submit through your NLTP dashboard under the "Milestones" tab. It is included here as an example only.*

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**\*COMPLETION: NLTP AND ETHICS PROGRAM**

**MENTOR:**

I, \_\_\_\_\_, have mentored \_\_\_\_\_  
in the New Lawyer Training Program. I verify that this new lawyer has completed all  
requirements for the NLTP Program and Ethics Program.

---

**Mentor Signature**

**Date**

---

**NEW LAWYER:**

I, \_\_\_\_\_, verify that I have completed all requirements for the  
NLTP Program and Ethics Program.

---

**New Lawyer Signature**

**Date**

*\*This is now an electronic form that will appear on the mentor's NLTP dashboard under the "Milestones" tab no later than halfway through the last month of the NLTP term. It is included here as a reference only.*

**Notes/Comments**