

# APPLY TO BE A MENTOR IN THE NEW LAWYER TRAINING PROGRAM (NLTP)

1. If you have not already done so, create an account on the [NLTP website](#).
2. Click on the “Mentor” button.

The screenshot shows the Utah State Bar website interface. At the top left is the 'Utah State Bar' logo. To its right is the 'NEW LAWYER Training Program' logo. In the top right corner, there are 'Links' and a user profile icon labeled 'Testing MENTEE MENTEE'. A green notification bar at the top states 'Welcome! Your account has been successfully created.' Below this is a section titled 'Register for Program'. Underneath, the 'Utah State Bar New Lawyer Training Program' is described. Two buttons are visible: 'Mentor' and 'New Lawyer - Mentee'. The 'Mentor' button is circled in red. At the bottom right of the registration area, it says 'July 2023 Term of the NLTP'.

3. You will then be able to fill out the Three Forms: **Mentor Profile**, **Mentor References**, and **Mentor Acknowledgement**.

**A. MENTOR PROFILE:** There are three tabs underneath the “Mentor Profile”: Basic Info, Professional Experience & Education, and Mentoring Preferences. You will need to click on the “Next” button to get to the next tab or click “Save for Later” if you plan to come back later.

Mentor Profile

Basic Info Professional Experience & Education Mentoring Preferences

First Name \*

Last Name \*

Bar Number \* (Visible to admin only)

Preferred Phone Number \*

Registration Progress

- Mentor Profile *Current*
- Mentor References *Incomplete*
- Mentor Acknowledgement *Incomplete*

[More registration options ▾](#)

Save for Later Next >

**Education and Experience:** once you fill it out, either hit “Next” to get to the next tab or click “Save for Later” if you plan to come back later.

The screenshot shows a registration form for a Mentor Profile. The main heading is "Mentor Profile". Below it are three tabs: "Basic Info", "Professional Experience & Education", and "Mentoring Preferences". The "Professional Experience & Education" tab is active. A text area is provided for a short description of how legal mentoring can benefit a new attorney's career, with the instruction "(Optional)". Below this is a section for "Current Employer \*", which includes input fields for "Employer Name \*" and "Employer Address \*". On the right side, there is a "Registration Progress" section with three checkboxes: "Mentor Profile Current", "Mentor References Incomplete", and "Mentor Acknowledgement Incomplete". A "More registration options" dropdown is also present. At the bottom of the form, there are three buttons: "« Previous", "Save for Later", and "Next »".

This close-up shows the navigation buttons at the bottom of the form. From left to right, they are: "« Previous", "Save for Later", and "Next »".

## Mentoring Preferences:

Choose as many as apply, then click on "Submit."

Basic Info   Professional Experience & Education   **Mentoring Preferences**

Mentor Type (check all that apply) \*

INSIDE MENTOR: I am willing to mentor a new lawyer in my firm or organization

OUTSIDE MENTOR: I am willing to mentor a new lawyer who works in another law firm or organization.

I understand that I cannot mentor someone who I directly supervise. \* (Visible to admin only)

I am able to mentor new lawyers in the following location(s) \*

Ogden Metro Area x

How many new lawyers would you be willing to mentor at one time? (Please Note: You must receive express permission from the NLTP Administrator before you agree to mentor more than one attorney per term.) \* (Visible to admin only)

1

Preferred Contact Method (Optional)

Phone

In-Person

Email

Video Chat

Specific topics I feel comfortable discussing (Optional)

Career / Industry Trends

Critique of Resume/CV

Job or Internship Search Process

« Previous   Save for Later   **Submit**

## B. MENTOR REFERENCES FORM

### Previously Approved by the NLTP Committee

If you have previously been approved to be an NLTP Mentor and are just creating your online account, you can click on “Yes” under “Have you previously submitted references and been approved to mentor by the NLTP committee?” Then click on “Submit.”

The screenshot shows a web form titled "Mentor References" (circled in red). The form contains instructions for submitting references, a list of guidelines, and a dropdown menu for the question "Have you previously submitted references and been approved to mentor by the NLTP committee? \*". The dropdown menu is set to "Yes" (indicated by a red arrow). At the bottom of the form, there are two buttons: "Save for Later" and "Submit" (circled in red). To the right of the form is a "Registration Progress" sidebar with three items: "Mentor Profile Completed" (checked), "Mentor References Current" (unchecked and circled in red), and "Mentor Acknowledgement Incomplete" (unchecked). A "More registration options" link is also visible.

**Mentor References**

All mentor applications are reviewed by the Utah State Bar Committee on New Lawyer Training. The Committee requires the submission of at least three references from the legal community with whom you have had professional dealings within the past three years. Essentially, we would like you to provide the names of attorneys who are familiar with your demeanor and general reputation in the legal community. Please avoid using friends, neighbors, and family members.

Please follow the following guidelines when choosing your references:

1. Only one reference can be from your current firm or legal employer.
2. At least one reference must be an adverse/opposing counsel.
3. If applicable, provide one judicial reference from a judge familiar with your performance and demeanor in court. If you do not usually go into court, please provide a second adverse/opposing counsel reference.

If you do not have a judicial reference or "adverse/opposing counsel," please provide the names of attorneys with whom you maintain a professional relationship. Examples of acceptable references include, but are not limited to, outside counsel (current or previous) representing your organization, attorneys who have appeared adverse to you in some capacity (contract negotiations, mediations, etc.), or attorneys at government entities with whom you have professional dealings. If you have any questions about whether you are providing appropriate references, please email your questions to [mentoring@utahbar.org](mailto:mentoring@utahbar.org).

Have you previously submitted references and been approved to mentor by the NLTP committee? \*

Yes

Save for Later

Submit

**Registration Progress**

- Mentor Profile Completed
- Mentor References Current
- Mentor Acknowledgement Incomplete

[More registration options](#) ▾

## Not Previously Approved by the NLTP Committee

If you have NOT previously been approved to be an NLTP Mentor, click on “No” under “Have you previously submitted references and been approved to mentor by the NLTP committee?”

**Mentor References**

All mentor applications are reviewed by the Utah State Bar Committee on New Lawyer Training. The Committee requires the submission of at least three references from the legal community with whom you have had professional dealings within the past three years. Essentially, we would like you to provide the names of attorneys who are familiar with your demeanor and general reputation in the legal community. Please avoid using friends, neighbors, and family members.

Please follow the following guidelines when choosing your references:

1. Only one reference can be from your current firm or legal employer.
2. At least one reference must be an adverse/opposing counsel.
3. If applicable, provide one judicial reference from a judge familiar with your performance and demeanor in court. If you do not usually go into court, please provide a second adverse/opposing counsel reference.

If you do not have a judicial reference or “adverse/opposing counsel,” please provide the names of attorneys with whom you maintain a professional relationship. Examples of acceptable references include, but are not limited to, outside counsel (current or previous) representing your organization, attorneys who have appeared adverse to you in some capacity (contract negotiations, mediations, etc.), or attorneys at government entities with whom you have professional dealings. If you have any questions about whether you are providing appropriate references, please email your questions to [mentoring@utahbar.org](mailto:mentoring@utahbar.org).

Have you previously submitted references and been approved to mentor by the NLTP committee? \*

No

Reference 1 - Legal \*

Name \*

Bar # \*

Registration Progress

- Mentor Profile Completed
- Mentor References Current
- Mentor Acknowledgment Incomplete

More registration options

### A Note On References:

The NLTP Committee requires the submission of at least three professional references from the legal community with whom you have had professional dealings within the past three years (no family, friends, neighbors, tennis partners, etc.). Please provide the names of attorneys who are familiar with your demeanor and general reputation in the legal community.

Please use the following guidelines when choosing your references: 1. Only one reference can be from your current firm or legal employer. 2. At least one reference must be an adverse/opposing counsel. 3. Provide one judicial reference from a judge familiar with your performance and demeanor in court.

\*The number one reason for the delay in approving any Mentor application is that the Committee member assigned to contact your references is not able to get a hold of them. Please contact your references in advance to see if they are willing to give the reference and that they will be available to talk with a Committee member.

If you do not have a judicial reference, please provide a second adverse/opposing counsel reference. or “adverse/opposing counsel”, please provide the names of attorneys with whom you maintain a professional relationship. Examples of acceptable references include but are not limited to outside counsel (current or previous) representing your organization, attorneys who have appeared adverse to you in some capacity (contract negotiations, mediations, etc.), or attorneys at government entities with whom you have professional dealings.

Once you have filled out the three references forms, click on “Submit.”



### C. MENTOR ACKNOWLEDGEMENT FORM

Fill out, sign, and submit.

#### Mentor Acknowledgement

**MENTOR REQUIREMENTS \***

- 1. I hold active status Utah license to practice law and am actively practicing law. \*
- 2. I have been admitted to practice law for not less than seven (7) years and have a minimum of seven (7) years of legal practice experience. \*
- 3. I have never been formally disciplined or sanctioned by any court or bar-related entity in any jurisdiction. \*
- 4. I have a reputation among judges and peers in the local legal community for competence and ethical and professional conduct. \*
- 5. If I am an attorney in private practice, I carry the requisite amount of malpractice insurance of at least \$100,000 per occurrence and \$300,000 in the aggregate. \*
- 6. I am familiar with and pledge to abide by the Rules of Professional Conduct and the Utah Standards of Professionalism and Civility. \*
- I meet all of the above requirements \*

**MENTOR ACKNOWLEDGEMENT \***

- 1. I wish to serve as a mentor in the New Lawyer Training Program in accordance with its rules and regulations. \*

#### Registration Progress


- Mentor Profile Completed
- Mentor References Completed
- Mentor Acknowledgement Current

[More registration options ▾](#)

I have read and agree to the above terms. \*

Signature (required) \*

Today's Date \*



Once you successfully submit your Mentor Application documents, you will see the following page:

## Mentor Acknowledgement

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Your application will be reviewed by the Committee on New Lawyer Training and you will be informed of any deficiencies in your application. The approval process can take up to three months, so your patience is appreciated.