

NEW LAWYER TRAINING PROGRAM®

UPDATED TIMELINE

NLTP Term: January 1, 2024, to December 31, 2024

Who Needs to Complete: All newly admitted Utah lawyers

(See [Rule 14-808](#) for Exemptions and for information regarding Deferring because of clerkship).

Requirements	Due Date <i>Hard deadlines are marked in red.</i>
Create account . Registration will be open by December 1, 2023. Those requesting a Exemption or Deferment under Rule 14-808 (c) and (d)) should submit as soon as possible.	<i>Should be completed by December 7, 2023. The earlier you can start this process, the better.</i>
Watch NLTP Orientation Recording on website.	<i>Should be completed by December 7, 2023. Available after you create your account.</i>
Fill out and submit Profile .	<i>Should be completed by December 15, 2023.</i>
Pay \$150 NLTP Enrollment Fee. May have been paid with admission fees. To have it added to your USB Practice Portal , please send email to mentoring@utahbar.org .	<i>Should be completed by December 15, 2023.</i>
Select a Mentor (search the online NLTP Mentor database, send request, be accepted by mentor).	<i>Should be completed by December 20, 2023.</i>
Review the following Resources: <ol style="list-style-type: none">NLTP Policies and Procedures.New Lawyer Manual.Model Mentoring Plan.	<i>Should be completed before Initial Meeting with Mentor in January 2024.</i>
MENTORING PERIOD BEGINS *Mark off each "Milestone" or submit forms on NLTP dashboard as soon as completed.	January 1, 2024.
Complete Initial Meeting w/ Mentor to create Individual Mentoring Plan/Set Goals. Mark off Milestone on dashboard.	<i>No later than January 31, 2024.</i>
Submit Individual Mentoring Plan, Goals, and Acknowledgment form through dashboard. Mentor to review and approve.	<i>No Later than February 29, 2024.</i>

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Requirements, continued	Due Date
Meet with Mentor at least 10 times throughout term. Track Meetings, Dates, and Discussions to upload to Portal.	Monthly.
Submit Two Progress Reports and Goals Update through NLTP Portal. Will appear one month before due date. Mentor to review and approve.	First Report: May 1, 2024. Second Report: October 1, 2024.
Attend 3-Hour New Lawyer Ethics Course. In Person Event. New Lawyer Only.	In March, June, or October. (TBD. Event RSVP will appear on your NLTP Dashboard at least one month prior to the event.)
Submit Final Progress Report and Goals Update through NLTP Portal. Will appear by December 1. Mentor to review and approve.	No later than December 14, 2024.
Completion Certificate will appear on Mentor's NLTP Portal.	No later than December 15, 2024.
Mentor submits Completion Certificate through the NLTP Portal.	No later than January 31, 2025.
New Lawyer pays \$150 Completion Fee through USB Practice Portal. After Mentor submits Completion Certification form, send an email to request this be added to your USB Practice Portal).	No earlier than December 15, 2024 No later than January 31, 2025.
CLEs for completing the NLTP mentoring and NLTP Ethics Course will be added to new lawyer's CLE transcript. Bar staff.	Within 30 days of submission of NLTP Completion Certificate by mentor and payment of \$150 NLTP Completion Fee by new lawyer.
Please note that because the CLE hours will not be added to your CLE transcript until AFTER you have completed the entire NLTP, they will count towards your MCLE Compliance cycle that ends on June 30, 2025.	
Be sure to review UCJA Rule 14-404 for your annual MCLE Compliance Requirements and deadline.	

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

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

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

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