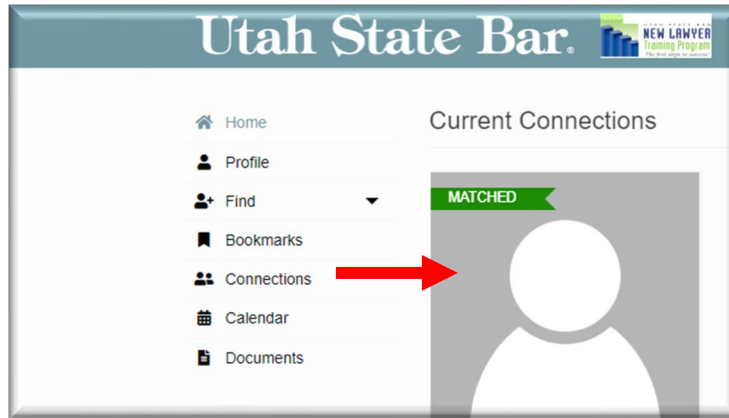
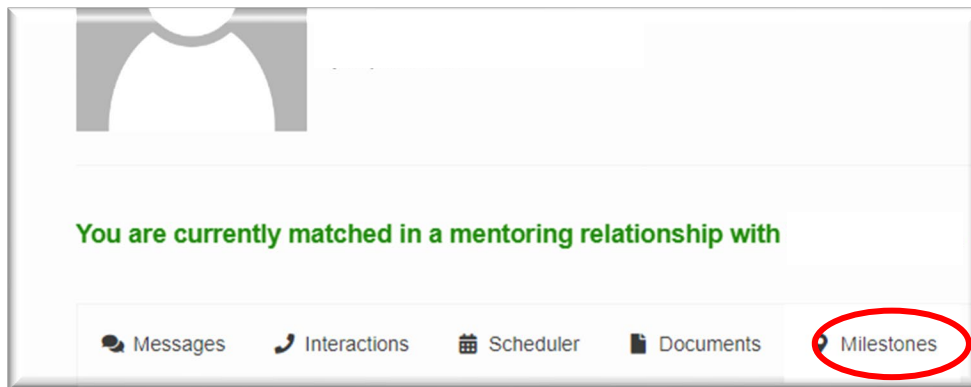


## FILL OUT AND SUBMIT MENTORING PLAN & SET GOALS

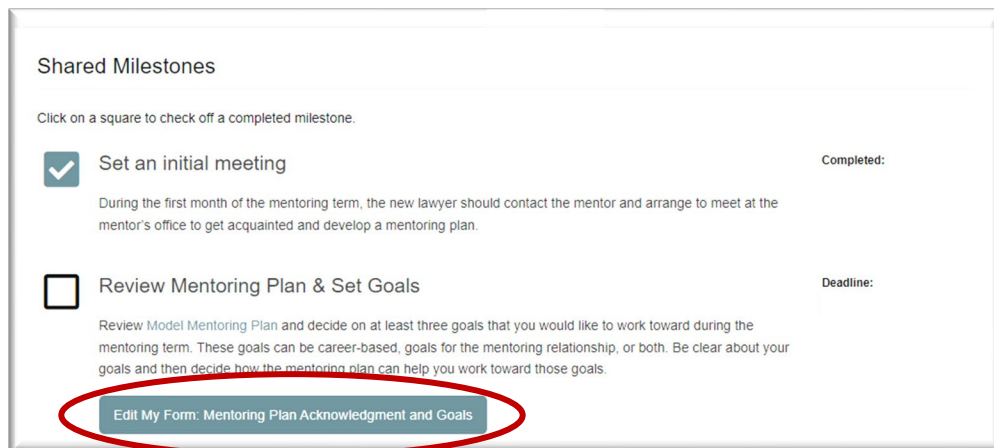
1. Sign into the [NLTP website](#).
2. On your dashboard, click on the picture of your mentor (or where the picture would be). Please note that if you are not connected to a mentor through the database, you will not be able to access the Milestones list.



3. Then click on the “Milestones” tab:



4. Click on the teal button named, “Edit My Form: Mentoring Plan Acknowledgement and Goals.”



5. There are three tabs to this form. Be sure to fill out all of them. Mark off the 6 required sections and choose at least 4 elective sections. Then click on the "Next" button.

The screenshot shows a web form for creating a mentoring plan. At the top, there are three tabs: "Mentoring Plan Summary", "Goals and Acknowledgment", and "Certification", all of which are circled in red. Below the tabs is a text input field for "Mentor's Name \*".

The main content area contains two sections of instructions and a list of sections to be completed:

Please summarize your mentoring plan by indicating each section you will complete during your enrollment. By completing this form, you are acknowledging that you have reviewed and understand the requirements for each of the following: \*

- 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: Intro to Law Office Management
- Required Section 5: Working With Clients
- Required Section 6: Public Service, Bar Programs, and Life Balance

Below this list is another instruction:

Please select at least four of the elective sections from the following list. If your elective section is not listed, please select "Other" and write in the name of the elective you intend to complete. If you and your mentor would like to propose your own elective section, please also choose the "other" option and list out your proposed electives in the text box provided. You must also send the proposed elective and requirements to the NLTP Director at mentoring@utahbar.org. \*

A dropdown menu is open, showing a list of elective sections. A red arrow points to the dropdown trigger. The list includes:

- 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

At the bottom right of the form, there are three buttons: "Save for Later", "Next »", and "Save Form". The "Next »" button is circled in red.

6. Move to next tab: "Goals and Acknowledgement." Type out the three goals you would like to work on during the NLTP term. Then click on "Next."

Mentoring Plan Summary	Goals and Acknowledgment	Certification
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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 and then decide how the mentoring plan can help you work toward those goals.

Goal #1 \*

Goal #2 \*

Goal #3 \*

« Previous

Save for Later

Next »

Save Form

7. Move to next tab: "Certification." Click on the box next to "By submitting this form..." Then click on the yellow "Submit" button.

The screenshot shows a web form titled "Mentoring Plan Acknowledgment and Goals" with a close button (X) in the top right corner. The form has three tabs: "Mentoring Plan Summary", "Goals and Acknowledgment", and "Certification", with the "Certification" tab selected and circled in red. Below the tabs, there is a checkbox circled in red, followed by the text: "By submitting this form, the new lawyer is 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. \*". At the bottom of the form, there are three buttons: a blue "« Previous" button, a light blue "Save for Later" button, and a yellow "Submit" button circled in red. A yellow "Save Form" button is located at the bottom right of the form area.