

# THE STATE BAR OF GEORGIA

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COMMISSION ON CONTINUING LAWYER COMPETENCY

# INSIDE MENTORING MANUAL

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RESOURCES FOR BEGINNING LAWYERS  
IN INSIDE MENTORING



## TRANSITION INTO LAW PRACTICE PROGRAM

To provide professional guidance and counsel to assist beginning lawyers newly admitted to the State Bar of Georgia in acquiring the practical skills, judgment and professional values necessary to practice law in a highly competent manner.

# Inside Mentoring Manual

Compiled by  
Transition Into Law Practice Program  
(Revised 11/08)

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**ADA COMPLIANCE NOTICE:**  
If you prefer to receive printed materials in an alternative format,  
please contact the ADA Coordinator at: (404) 527-8700 or (800) 334-6865

# **What If You Change Jobs?**

## **Your Practice Setting Determines Your Mentoring Status**

If your employment status changes, your Mentoring status also changes. Administratively, the Program refers to a change from one Mentoring status to another Mentoring status as a “Migration”. The Migration request is made in writing using the Migration Form found in the Appendix of Forms in this Manual.

If you are currently in Inside Mentoring and you obtain a job with another law firm or legal organization, you will remain in Inside Mentoring, but you need to be reassigned to another Inside Mentoring and also submit the Migration Form reflecting the change in Mentoring assignment.

If you are in Inside Mentoring, and you decide to open your own law practice as a sole practitioner, your mentoring status changes to Outside Mentoring and you should nominate an Outside Mentor of your choice, or contact the Program Director. See the Outside Mentoring Manual for more details at:

[http://www.gabar.org/programs/transition\\_into\\_law\\_practice\\_program/beginning\\_lawyers/](http://www.gabar.org/programs/transition_into_law_practice_program/beginning_lawyers/)

If you are currently in Inside Mentoring and your employment status changes so that you are no longer practicing law, you should consider Inactive Status. The State Bar of Georgia website contains a discussion of the benefits of Inactive Status at: <http://www.gabar.org/faqs/#13>.

## **POINTS OF CONTACT:**

- **For Questions About TILPP CLE Component**

**Institute of Continuing Legal Education In Georgia (ICLE):  
P.O. Box 1885  
248 Prince Avenue  
Athens, Georgia 30603**

**Phone: 800.422.0893 (Toll Free)  
Fax: 706.369.5899  
Email: [icle@iclega.org](mailto:icle@iclega.org)  
Website: [www.iclega.org](http://www.iclega.org)**

- **For Questions About TILPP Mentoring Component**

**State Bar of Georgia Transition Into Law Practice Program:**

**State Bar of Georgia  
104 Marietta Street, NW  
Suite 100  
Atlanta, Georgia 30303**

**Phone: 404.527.8704  
Fax: 404.225.5041  
Email: [tilpp@gabar.org](mailto:tilpp@gabar.org)  
Website: [www.gabar.org](http://www.gabar.org)**

# **Inside Mentoring Manual**

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## **COMPLIANCE NOTICE**

**&**

## **COMPLIANCE DEADLINE**

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A Quick Program Overview

For Your Information

## **COMPLIANCE NOTICE FOR BEGINNING LAWYERS**

**Congratulations** upon your admission to practice law in Georgia (or if applicable, completion of your judicial clerkship or your change from “Inactive” to “Active” status). Compliance with the mandatory Transition Into Law Practice Program (“Program”) consists of two (2) components: a continuing legal education (“CLE”) component and a mentoring component. Successful completion satisfies your mandatory CLE requirements for this calendar year and the next succeeding calendar year. (State Bar Rule 8-104 (B)(1)).

**CLE Component (Regulation (1)(C)(i) to State Bar Rule 8-104 (B)):** You must attend mandatory CLE activities. The exact activities depend upon your practice setting. Prosecutors or Solicitors should contact their supervisor or the Prosecuting Attorneys Council of Georgia for applicable CLE activities; Public Defenders should contact their supervisor or the Georgia Public Defender Standards Council for applicable CLE activities. All other Program participants should contact the Institute for Continuing Legal Education (“ICLE”) at [www.iclega.org](http://www.iclega.org) or 1.800.422.0893 for dates and times of applicable CLE activities.

**Mentoring Component (Regulation (1)(C)(ii) to State Bar Rule 8-104 (B)):** You must: (1) have a Mentor for a twelve (12) month period (mentoring periods occur from January 1<sup>st</sup> - December 31<sup>st</sup>; or from July 1<sup>st</sup> – June 30<sup>th</sup>); and, (2) satisfactorily complete, during your mentoring period, a written Mentoring Plan of Activities and Experiences which has been approved by both your Mentor and by the Program Director. To assist you in complying with the mentoring component, this Manual contains a Compliance Checklist in the Appendix of Forms.

## **COMPLIANCE DEADLINE**

**Three (3) Month Compliance Deadline: COMPLIANCE IS MANDATORY.** You must complete all **enrollment** requirements within three (3) months from the date of your registration with the State Bar of Georgia (or if applicable, the completion of your judicial clerkship or the effective date of your change from “Inactive” to “Active” status). (State Bar Rule 8-104 (B)(1)(a)).

**What You Should Do Now:** Complete and submit the Compliance Checklist (see Appendix of Forms) with all applicable documents. This Manual contains forms, checklists, and answers to frequently asked questions to assist you in completing the enrollment process.

# **Inside Mentoring Manual**

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# **MANDATORY ADVOCACY EXPERIENCES**

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State Bar Rule 8 – 104 (D)

&

Regulation (5) to State Bar Rule 8 – 104 (D)

## **MANDATORY ADVOCACY EXPERIENCES**

**1. *I have been admitted to practice and I want to appear as sole or lead counsel in a case. What do I do about the "Mandatory Advocacy Experiences" requirement? (State Bar Rule 8-104 (D) and Regulation (5) to State Bar Rule 8-104(D)).***

The type of - and the timetable for - satisfying the requirements of this Bar Rule and Regulation are between you and your Mentor, and reporting is done using the "honor system" as a part of your written mentoring plan. Recall that up to three (3) of the five (5) experiences can be attained while in law school. The other two (2) experiences are chosen by you and your Mentor, and represent a portion of your written mentoring plan.

**2. *What does "lead counsel" mean for purposes of the Mandatory Advocacy Experiences requirement?***

"Lead counsel" is defined as "the attorney who has primary responsibility for making all professional decisions in the handling of the case. Regulation (1) under State Bar Rule 8-104(D).

**3. *Where can I obtain more information?***

Download the "Handbook on Mandatory Advocacy Experiences" from the following link:

[http://www.gabar.org/programs/transition\\_into\\_law\\_practice\\_program/beginning\\_lawyer\\_s/](http://www.gabar.org/programs/transition_into_law_practice_program/beginning_lawyer_s/)

# Notice

## **Does This Manual Apply To You?**

Some material in this Manual will not apply to some Beginning Lawyers and some Inside Mentors.

This is because several statewide organizations, and many law firms, that routinely employ numerous newly admitted Georgia attorneys have developed “Master Mentoring Plans” which will apply to all of their newly admitted Georgia attorneys who are subject to the Transition Into Law Practice Program.

If you are a Beginning Lawyer or Mentor employed as a District Attorney, a Solicitor, a Public Defender, the Georgia Legal Services Program, or with the State Law Department, please contact your office or organization contact person for the Transition Into Law Practice Program for details about the mentoring plan and procedures applicable to your practice setting.

If you are a Beginning Lawyer or Mentor employed with a law firm which routinely employs numerous newly admitted Georgia attorneys, please contact your office or organization contact person for the Transition Into Law Practice Program for details about the mentoring plan and procedures applicable to your practice setting.

# **Inside Mentoring Manual**

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# **INSIDE MENTORING TIMELINE**

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A Summary Of The  
Sequence Of Events

## INSIDE MENTORING TIMELINE

<b>WHO</b>	<b>WHAT</b>	<b>NOTES</b>
Beginning Lawyer	1. Receives “pass letter” and certificate of eligibility for admission to practice from Office of Bar Admissions.	
Superior Court Judge	2. Administers oath of admission to practice law in Georgia to Beginning Lawyer.	
State Bar of Georgia	3. Forwards “New Member CD” to Beginning Lawyer. (State Bar registration form and TILPP enrollment form are downloaded from CD).	
Beginning Lawyer’s Employer	4. Designates Inside Mentor Volunteer for Beginning Lawyer.	
Beginning Lawyer	5. Nominates Inside Mentor (on TILPP enrollment form).	
Beginning Lawyer	6. Submits State Bar registration form and TILPP enrollment form to State Bar of Georgia.	
Program Director	7. Forwards Compliance Notice and Compliance Checklist to Beginning Lawyer.	
Program Director	8. If Beginning Lawyer nominates Inside Mentor whose appointment status with Georgia Supreme Court is current, then skip to Timeline Item 16.  9. If Beginning Lawyer’s nominated Inside Mentor is not currently serving as appointed Mentor by Georgia Supreme Court, then proceed to Timeline Item 10.	

Mentor Volunteer	<p>10. Completes Mentor Volunteer Form (see Appendix of Forms).</p> <p>11. Submits Volunteer Form to Program Director.</p>	
Program Director	<p>12. Screens volunteer for minimum qualifications.</p> <p>13. Forwards volunteer's name to Georgia Supreme Court for appointment consideration.</p>	
Georgia Supreme Court	<p>14. Considers qualifications and, if satisfactory, appoints Mentor for one (1) year term. (Terms begin either January 1<sup>st</sup> or July 1<sup>st</sup>.)</p>	
Program Director	<p>15. Forwards Georgia Supreme Court appointment certificate to Mentor.</p> <p>16. Confirms assignment of Mentor to Beginning Lawyer.</p>	
Beginning Lawyer	<p>17. Initiates contact with Mentor to begin mentoring activities. (It is Beginning Lawyer's responsibility to initiate contact and begin process.)</p>	
Mentor & Beginning Lawyer	<p>18. Convene the initial meeting. Use the Initial Meeting Guide in this Manual and the Compliance Checklist to set a timetable for devising a written Mentoring Plan and assembling all pertinent documents for submission to Program Director. (See Model Mentoring Plan in Appendix of Forms in this Manual).</p>	

Beginning Lawyer	19. Submits Compliance Checklist and all pertinent documents to Program Director.	
Program Director	20. Acknowledges receipt of materials; certifies whether or not Mentoring Plan meets minimum guidelines.	
Beginning Lawyer	21. Satisfies CLE component by attending required CLE course.	
Mentor	22. Attends Mentor Orientation CLE program (optional, not required).	
Mentor & Beginning Lawyer	23. Monitor Mentoring Plan progress. (Both have joint responsibilities to monitor the Mentoring Plan progress though out the 12-month period.)	
Program Director	24. Monitors Mentoring Plan progress. (The Director may contact either or both Mentor/Beginning Lawyer to monitor Mentoring Plan status.)	

Mentor	25. Certifies status of completion of Mentoring Component. (Mentor has sole responsibility to certify to Program Director whether or not Beginning Lawyer satisfactorily completes Mentoring Plan. See Appendix of Forms for Certification Form).	
Program Director	26. Checks Beginning Lawyer's CLE transcript for compliance with CLE component.  27. Provides Certificate of Program Compliance for Beginning Lawyers who complete both CLE and Mentoring components.	
Beginning Lawyer	28. Exits Transition Into Law Practice Program and is subject to CLE Rules & Regulations governing all other State Bar of Georgia members, unless exempted.  29. Considers serving as Mentor upon attaining 5-year anniversary of admission to practice law in Georgia!	

# **Inside Mentoring Manual**

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## **INITIAL MEETING GUIDE**

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For Use During  
The Initial Meeting Between  
The Inside Mentor and Beginning Lawyer

## INITIAL MEETING GUIDE

<b>WHAT</b>	<b>INSIDE MENTOR</b>	<b>BEGINNING LAWYER</b>
Come prepared	Learn what you can about your Beginning Lawyer prior to your initial meeting.	Learn what you can about your Mentor prior to your initial meeting.
Tell Mentor's Career Story	Tell a brief career story, including a description of your Mentors and their lessons. If you lacked mentors, describe how it impacted your career.	Listen.  Ask questions.
Discuss Beginning Lawyer's Needs	Listen.  Ask Questions.	Explain your career goals, including practice areas of interest to you.
Review three (3) month Compliance Deadline	Explain – clearly – that the Beginning Lawyer must complete the enrollment process by the three (3) month compliance deadline. Make sure Beginning Lawyer understands.	Acknowledge your understanding of the three (3) month compliance deadline.
Review the Compliance Checklist (in Appendix of Forms)	Determine whether or not you have submitted a Mentor Volunteer Form and are currently serving as an appointed Mentor. If you are not currently serving under a term of appointment, be prepared to execute a Mentor Volunteer Form and give it to your Beginning Lawyer for submission along with other pertinent documents.	Review the Compliance Checklist in advance. Be ready to prepare and assemble the pertinent documents.

Determine if your firm or organization has a Master Mentoring Plan on file. (See next item below if no Master Mentoring Plan is in place)	Confirm that the existence of a Master Mentoring Plan for your organization removes the need for your Beginning Lawyer to individually prepare and submit a written plan. (See next item below if no Master Mentoring Plan is in place).	Complete the applicable item of the Compliance Checklist accordingly. (See next item below if no Master Mentoring Plan is in place).
Review the Model Mentoring Plan (in Appendix of Forms)	Explain that the Model Plan is a guide. It can be, and should be, adjusted for Beginning Lawyer's specific practice areas.	Review the Model Plan in advance. Be ready to discuss an individualized plan.
Determine Compliance with Mandatory Advocacy Experiences	Review State Bar Rule 8-104 (D), Regulation (5) following State Bar Rule 8-104, and Section E of the Model Mentoring Plan. Discuss compliance, if applicable.	Review State Bar Rule 8-104 (D), Regulation (5) following State Bar Rule 8-104, and Section E of the Model Mentoring Plan. Be prepared to discuss compliance, if applicable. Be prepared to discuss if you are eligible to claim three (3) of the five (5) experiences pursuant to State Bar Rule 8-104 (D).
Set Timetable for Submitting Compliance Checklist and applicable materials.	Set date (considering compliance deadline) for finalizing all items on Compliance Checklist and submitting all pertinent enrollment materials to Program Director.	Assume responsibility for preparing, assembling and submitting enrollment materials.

<p>Agree on Meeting Times and Who Will Set Them</p>	<p>Inform the Beginning Lawyer of your schedule, generally, including convenient vs. inconvenient times to call, etc.</p>	<p>Agree to organize your time so as to make efficient use of the Mentoring meetings. Be considerate of Mentor's work schedule.</p>
<p>Agree to Be Candid About Any Problems</p>	<p>Explain that you will inform Beginning 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>
	<p>Areas Below Left Blank For Additional Notes:</p>	

# **Inside Mentoring Manual**

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## **Frequently Asked Questions and Answers**

For  
Inside Mentors  
And  
Beginning Lawyers

## **FREQUENTLY ASKED QUESTIONS AND ANSWERS**

### **PROGRAM GOAL – ENROLLMENT – RESPONSIBILITIES**

1. **What is the goal of the Transition Into Law Practice Program (“Program”)?**

The goal of the Program is to provide professional guidance and counsel to assist Beginning Lawyers who are newly admitted to the State Bar of Georgia in acquiring the practical skills, judgment and professional values necessary to practice law in a highly competent manner. To carry out this goal, the Program will afford every Beginning Lawyer with meaningful access to an experienced lawyer equipped to teach the practical skills, seasoned judgment, and sensitivity to ethical and professionalism values that represent the best traditions and highest aspirations of the legal profession. The Program is essentially an educational program that combines a Mentoring component with a Continuing Legal Education (CLE) component.

2. **Does this Program apply to a Beginning Lawyer employed by a government agency, in a public interest law setting, or as in-house counsel?**

Yes. A lawyer who enters the practice of law as federal, state, local, or other governmental employee or in-house counsel may satisfy the requirements of the Program by participating for twelve months in an approved new lawyer mentoring program specially designed for the office or agency under policies and procedures established by the Standards of the Profession Committee and the Commission on Continuing Lawyer Competency.

3. **How does a Beginning Lawyer enter the Program?**

The enrollment form is available on the “New Member CD” distributed by the State Bar of Georgia to everyone who receives a Certificate of Eligibility for Admission to Practice Law in Georgia from the Office of Bar Admissions of the Supreme Court of Georgia.

4. **What are the Beginning Lawyer’s Responsibilities?**

A. To satisfactorily complete the Program’s Mentoring Component by:

- § devoting the time required for this mandatory Program;
- § making themselves available to the Mentor’s guidance;
- § devising jointly with the Mentor a Mentoring Plan; and,
- § satisfactorily completing the Mentoring Plan,

B. To satisfactorily complete the Program’s CLE component.

5. **Can a Beginning Lawyer nominate the person they wish to have appointed as their Inside Mentor?**

The assignment of Mentors within a firm, office or practice group will be based on the recommendation of the firm or other employer itself, subject to the stated qualifications for appointment as a Mentor and compliance with the other Program requirements.

The nomination must be approved by the Program Director.

## CLE ISSUES

6. **Where can Beginning Lawyers find out the dates, times and locations of the required CLE programs?**

**Prosecutors, Solicitors:** Contact your supervisor or the Prosecuting Attorneys Council of Georgia at 404.969.4001.

**Public Defenders:** Contact your supervisor or the Public Defender Standards Council at 404.232.8900.

**All Other Beginning Lawyers:** Contact the **Institute of Continuing Legal Education In Georgia (ICLE)**.

**Institute of Continuing Legal Education In Georgia (ICLE).**  
**P.O. Box 1885**  
**248 Prince Avenue**  
**Athens, Georgia 30603**

**Phone:** 800.422.0893 (Toll Free)  
**Fax:** 706.369.5899  
**Email:** [icle@iclega.org](mailto:icle@iclega.org)  
**Website:** [www.iclega.org](http://www.iclega.org)

## MENTOR QUALIFICATIONS

7. **What are the minimum qualifications to serve as a Mentor?**

Minimum Qualifications for Mentors are set out in Regulation (6) of State Bar Rule 8-104 (B). View this Regulation, and all other State Bar Rules and Regulations on the State Bar of Georgia website [www.gabar.org](http://www.gabar.org).

The qualifications of prospective Mentors are screened by the Program Director. The names of prospective Mentors satisfying minimum qualifications are forwarded to the Supreme Court of Georgia for consideration.

**8. Why are Mentors required to have minimum levels of professional liability insurance, or the equivalent?**

Serving as a Mentor in the Transition Into Law Practice Program is not an ordinary volunteer opportunity - it is a Supreme Court appointment. Therefore, it is appropriate to view minimum levels of professional liability insurance coverage as one factor in assessing whether or not a potential Mentor handles the business management of their law practice in a responsible manner.

**9. What does “equivalent” mean as used in “Certify that he or she has professional liability insurance with minimum limits of \$250,000.00/\$500,000.00, or its equivalent?”**

“Equivalent” refers to those Mentors covered as an employee under a policy related to their practice setting with a law firm or corporate entity; as well as those Mentors employed by government entities eligible for immunity status.

**10. What are the Inside Mentor’s Responsibilities?**

- A. To devote the time required for this assignment;
- B. To guide and to teach the Beginning Lawyer practical skills, seasoned judgments, and sensitivity to ethical and professionalism values;
- C. To devise jointly with the Beginning Lawyer a Mentoring Plan;
- D. To monitor the Beginning Lawyer’s Plan progress; and,
- E. To certify, at the end of 12 months, whether or not the Plan was satisfactorily completed.

**11. How are a Beginning Lawyer and Inside Mentor in the same firm matched?**

The assignment of a Mentor to a Beginning Lawyer within a firm, office or practice group will be based on the recommendation of the firm or other employer itself, subject to the stated qualifications for appointment as a mentor and compliance with the other requirements of the Program.

## MENTOR ORIENTATION OPPORTUNITIES

### 12. Is the Mentor Orientation CLE program required?

The Mentor Orientation is not required, but mentors are strongly urged to attend the live course or to arrange a subsequent video rental through ICLE.

The Mentor Orientation is a three-hour program created by ICLE and currently offered live at the State Bar Building in Atlanta and simulcast to the South Georgia office in Tifton. Each Mentor who takes the Mentor Orientation will receive three (3) hours of complimentary CLE credit, including one (1) hour of Ethics, and one (1) hour of Professionalism. Mentors who have attended the Mentor Orientation in one year are not required to repeat it if they serve as Mentors in subsequent years.

Access dates, times, locations of Mentor Orientation Programs at [www.iclega.org](http://www.iclega.org) or by calling ICLE at 1-800-422-0893.

### 13. What is included in the ICLE Mentor Orientation CLE program?

The ICLE Mentor Orientation program presents information that Mentors need to know about the operation of the Program, including an overview of the CLE for Beginning Lawyers and topical questions to assist the mentor in taking the lessons presented in the classroom back into the practice setting. The lessons from the CLE for Beginning Lawyers form the basis of the discussions for the Mentors and Beginning Lawyers. Mentoring skills are also covered in the Mentor Orientation.

## MANAGING THE INSIDE MENTORING RELATIONSHIP

### 14. During the 12-month mentoring period, does the Inside Mentor initiate contacts with the Beginning Lawyer or should the Beginning Lawyer initiate contacts?

This is a matter to be addressed and worked out between the Inside Mentor and the Beginning Lawyer.

### 15. How much time is an Inside Mentor expected to spend with the Beginning Lawyer?

The Mentor and Beginning Lawyer are expected to spend sufficient time to carry out the Mentoring Plan mutually agreed upon. While regular meetings are suggested, the Program does not specify the number or length of meetings.

16. **Are communications between the Inside Mentor and the Beginning Lawyer confidential?**

The confidentiality of communications between the Inside Mentor and Beginning Lawyer will depend on the firm's or office's policies, subject to applicable Rules and Regulations, State Bar of Georgia.

17. **Will the Inside Mentor supervise the Beginning Lawyer's work?**

Supervision of the Beginning Lawyer's work is a matter to be determined by the firm's or office's policy.

18. **What is the Inside Mentor's role in evaluation of the Beginning Lawyer within the firm or office?**

The role of the Inside Mentor in evaluating the work and professional development of the Beginning Lawyer within the firm or office is a matter to be determined by the firm's or office's policy.

19. **How is the Mentoring Plan monitored?**

The Mentor and the Beginning Lawyer both have responsibility for evaluating the mentoring relationship, but the Inside Mentor has sole responsibility for assessing whether the Beginning Lawyer has satisfactorily completed the Program.

## **SPECIAL PRACTICE SETTINGS & IN-HOUSE TRAINING PROGRAMS**

20. **How does the Program work for Beginning Lawyers working in prosecutors' offices, governmental agencies, public interest law settings, in-house positions, and other special practice settings?**

A lawyer who enters the practice of law as federal, state, local or other governmental employee or in-house counsel may satisfy the requirements of the Program by participating for twelve months in an approved new lawyer mentoring program specially designed for the office or agency under policies and procedures established by the Standards of the Profession Committee and the Commission on Continuing Lawyer Competency.

**21. I am the Professional Development Director of a law firm. We already have a New Associate Training Program that includes Mentors. We want to collaborate, not duplicate, the Bar's Program. How do we weave our in-firm training program in with the Bar's Program?**

The State Bar's Program is composed of both the Mentoring component and the CLE component that lays the groundwork for and supports the Mentoring component. Most Beginning Lawyers will be required to attend a new CLE programs created by ICLE: the Beginning Lawyers Program. (Note: Beginning Lawyers employed as prosecutors or public defenders will attend CLE programs designed by their respective statewide organizations).

The Mentoring component, based on the model Mentoring Plan takes place within the firm or office and is to be tailored to the particular practice setting. The Program does not intend to dictate to law firms and other practice settings what kind of training and mentoring programs they should have; rather, it asks them to reevaluate their programs and measure them by the model Mentoring Plan. Firms and other practice settings may keep the parts of the Mentoring Plan that work for them and tailor the model to their situations.

## **CERTIFYING COMPLETION OF THE PROGRAM**

**22. How long does a Beginning Lawyer have to complete the Program?**

A Beginning Lawyer is required to complete the Mentoring component within twelve months of the filing of the Mentoring Plan.

A Beginning Lawyer is required to complete the CLE component of the Program in the year of admission to the State Bar of Georgia or in the next calendar year.

**23. How does an Inside Mentor certify to the Program Director that the Beginning Lawyer has satisfactorily completed the Mentoring Component of the Program?**

Use the Certification Form found in the Appendix of Forms in this Manual.

**24. What happens if the Beginning Lawyer does not complete the Mentoring Plan in the required time period?**

The penalty for failure to complete the Mentoring Plan will be to complete a Rehabilitation Plan approved by the Program Director, the Standards of the Profession Committee, and the Commission on Continuing Lawyer Competency, or to attend one session of the State Bar's Ethics School, offered twice yearly, once in Atlanta and once in Tifton at the Bar offices.

# THE MODEL MENTORING PLAN

(See Appendix of Forms in this Manual for a copy of the Model Mentoring Plan)

## 25. What is the Model Plan of Mentoring Activities and Experiences?

The intent of the Program is to create a synergy between the CLE component and the mentoring component. To assist Mentors and to help insure some structure and uniformity, a Model Plan of Mentoring Activities and Experiences is provided.

This Model Plan features a list of suggested experiences and topical questions that the Mentor and Beginning Lawyer can draw on to customize a Mentoring Plan that fits their particular needs and circumstances. With the exception of the Mandatory Advocacy Experiences for those Beginning Lawyers who appear as sole or lead counsel in the Superior or State Courts of Georgia in any contested civil case or in the trial of a criminal case, the other experiences listed in the Model Plan are not mandatory. They are illustrative of the types of experiences deemed useful in helping a Beginning Lawyer acclimate to practice and grow into a competent practitioner.

Using the Model Plan as a guide, the Mentor and Beginning Lawyer should jointly devise a Mentoring Plan for the coming twelve months, sign it, and submit it to the Program Director as an attachment to the Compliance Checklist.

Although great flexibility in designing each particular plan is warranted, the plan should foster discussion and implementation of professional skills and values. **At a minimum, the Mentoring Plan must include the following key elements:**

- A. Regular contact and meetings between the Mentor and Beginning Lawyer.
- B. Continuing discussions between the Mentor and Beginning Lawyer on at least the following topics:
  - (i) Ethics and professionalism.
  - (ii) Relationships with clients, other lawyers (both in and outside the firm), the judiciary and the public, including unrepresented parties.
  - (iii) Professional work habits, organizational skills and practice management.
  - (iv) Economics of practicing law in the relevant practice setting.
  - (v) Responsibility and opportunities for pro bono work, bar activities, and community service.
- C. Introduction to the local legal community.

- D. Specific planning for professional development and continuing legal education in and outside the firm.
- E. Periodic evaluation of the Mentor-Beginning Lawyer relationship.

## **CHANGING MENTORS**

### **26. What happens if the Beginning Lawyer needs to change to a different Mentor?**

Administratively, the Program refers to a change from one Mentor to another Mentor as a "Migration". The Migration request is made in writing using the Migration Form found in the Appendix of Forms in this Manual.

Neither the Beginning Lawyer nor the Mentor is required to report the reason for a Migration request.

## **CHANGES IN THE MENTORING RELATIONSHIP**

### **27. What happens if the Inside Mentor becomes unavailable to serve?**

The Inside Mentor shall inform the Director as soon as practicable. In the event the Inside Mentor is unable to do so, the Beginning Lawyer shall notify the Director of the situation.

In all situations, completion of a full year of mentoring is strongly to be preferred. Decisions regarding how and whether to reconstitute a mentorship because of the inability of an Inside Mentor to continue will be made by the Director, using a rule of reason. The decision will be made on a case-by-case basis, taking into consideration individual circumstances and what has or has not been achieved during the original mentorship.

The Standards of the Profession Committee has the ultimate authority and responsibility for policies and procedures for situations where a mentorship ends prematurely.

### **28. What happens if the Beginning Lawyer becomes unavailable to continue to be mentored by the originally assigned Inside Mentor?**

The Beginning Lawyer shall inform the Director as soon as practicable. In the event the Beginning Lawyer is unable to do so, the Inside Mentor shall notify the Director of the situation.

In all situations, completion of a full year of mentoring is strongly to be preferred. Decisions regarding how and whether to reconstitute a mentorship because of the change in a Beginning Lawyer's status will be made by the Director, using a rule of reason. The

decision will be made on a case-by-case basis, taking into consideration individual circumstances and what has or has not been achieved during the original mentorship.

The Standards of the Profession Committee has the ultimate authority and responsibility for policies and procedures for situations where a mentorship ends prematurely.

**29. How will the Program deal with problems that arise in the mentoring relationship?**

For problems that may 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. Issues resolved within the firm or office need not be reported to the Program Director.

For concerns about Program requirements or procedures in general, an Inside Mentor or Beginning Lawyer should convey such concerns to the Director, who will seek the assistance of the Standards Committee if necessary to resolve the issue.

Appeals from decisions of the Standards Committee will be made to the Commission on Continuing Lawyer Competency.

## **ADMINISTRATIVE ISSUES**

**30. Who pays for the Program?**

The costs of administration of the Mentoring component and subsidization of the CLE component of the Program are funded by the State Bar of Georgia. For the entire Transition Into Law Practice Program, each Beginning Lawyer will pay only the regular CLE fee for the twelve-hour CLE component.

**31. How is the Program administered?**

The Program is operated under the auspices of the Commission on Continuing Lawyer Competency ("CCLC") pursuant to its general supervisory authority to administer the continuing legal education rules. The Standards of the Profession Committee is a committee of the CCLC with responsibilities for devising and recommending policy to the CCLC as to the operation of the program, serving as a Mentor Advisory Board, serving as faculty in the CLE courses, overseeing and supporting Mentoring Groups, and introducing the Program to law students, law firms, and other employers.

The Program is staffed by a Program Director and Administrative Assistant, who work under the supervision of the State Bar of Georgia, the CCLC, and the office of the Chief Justice's Commission on Professionalism.

**32. How many other States have mandatory programs for newly admitted attorneys like Georgia's Transition Into Law Practice Program?**

None.

Georgia is being closely watched by other State Bars, and is considered a model for mandatory mentoring programs. In addition to administering the Program for Georgia's Mentors and Beginning Lawyers, Program officials routinely field questions from other states - and other countries - about Georgia's Transition Into Law Practice Program.

**33. How long did it take to develop the "Transition Into Law Practice Program?"**

10 years. See "Timeline – 10 Years In The Making" in this Manual.

**NOTES:**

# Inside Mentoring Manual

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## 10 Years in the Making

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A brief timeline showing the development of the  
Transition Into Law Practice Program.

















































