

THE STATE BAR OF GEORGIA

COMMISSION ON CONTINUING LAWYER COMPETENCY

OUTSIDE MENTORING MANUAL

RESOURCES FOR BEGINNING LAWYERS
IN OUTSIDE 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.

Outside 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 Outside Mentoring and you continue as a sole practitioner, but you wish to nominate a different Outside Mentor, you will remain in Outside Mentoring, but you need to submit the Migration Form reflecting the change in Mentoring assignment.

If you are in Outside Mentoring, and you obtain a job with a law firm or organization, your mentoring status changes to Inside Mentoring and you should nominate an Inside Mentor within your law firm or organization. See the Inside Mentoring Manual for more details at:

http://www.gabar.org/programs/transition_into_law_practice_program/beginning_lawyers/

If you are currently in Outside 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
Website: 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
Website: www.gabar.org**

Outside Mentoring Manual

COMPLIANCE

NOTICE

&

COMPLIANCE

DEADLINE

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 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 1st - December 31st; or from July 1st – June 30th); 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)).

(Continued on Next Page)

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.

NOTES:

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MANDATORY ADVOCACY EXPERIENCES

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_lawyers/

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OUTSIDE MENTORING TIMELINE

A Summary Of The
Sequence Of Events

OUTSIDE MENTORING TIMELINE

WHO	WHAT	NOTES
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	4. Nominates Outside Mentor (on TILPP enrollment form). - OR - 5. Notifies Program Director that Outside Mentor is needed (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 is unable to nominate Outside Mentor, Director assists Beginning Lawyer in locating and nominating Outside Mentor. 9. If Beginning Lawyer nominates Outside Mentor whose appointment status with Georgia Supreme Court is current, then skip to Timeline Item 17.	

	10. If Beginning Lawyer's nominated Outside Mentor is not currently serving as appointed Mentor by Georgia Supreme Court, then proceed to Timeline Item 10.	
Mentor Volunteer	11. Completes Mentor Volunteer Form (see Appendix of Forms). 12. Submits Volunteer Form to Program Director.	
Program Director	13. Screens volunteer for minimum qualifications. 14. Forwards volunteer's name to Georgia Supreme Court for appointment consideration.	
Georgia Supreme Court	15. Considers qualifications and, if satisfactory, appoints Mentor for one (1) year term. (Terms begin either January 1 st or July 1 st .)	
Program Director	16. Forwards Georgia Supreme Court appointment certificate to Mentor. 17. Confirms assignment of Mentor to Beginning Lawyer.	
Beginning Lawyer	18. Initiates contact with Mentor to begin mentoring activities. (It is Beginning Lawyer's responsibility to initiate contact and begin process.)	
Mentor & Beginning Lawyer	19. 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).	

Beginning Lawyer	20. Submits Compliance Checklist and all pertinent documents to Program Director.	
Program Director	21. Acknowledges receipt of materials; certifies whether or not Mentoring Plan meets minimum guidelines.	
Beginning Lawyer	22. Satisfies CLE component by attending required CLE course.	
Mentor	23. Attends Mentor Orientation CLE program (optional, not required).	
Mentor & Beginning Lawyer	24. Monitor Mentoring Plan progress. (Both have joint responsibilities to monitor the Mentoring Plan progress though out the 12-month period.)	
Program Director	25. Monitors Mentoring Plan progress. (The Director may contact either or both Mentor/Beginning Lawyer to monitor Mentoring Plan status.)	
Mentor	26. 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	27. Checks Beginning Lawyer's CLE transcript for compliance with CLE component. 28. Provides Certificate of Program Compliance for Beginning Lawyers who complete both CLE and Mentoring components.	

Beginning Lawyer	<p>29. Exits Transition Into Law Practice Program and is subject to CLE Rules & Regulations governing all other State Bar of Georgia members, unless exempted.</p> <p>30. Considers serving as Mentor upon attaining 5-year anniversary of admission to practice law in Georgia!</p>	
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Outside Mentoring Manual

INITIAL MEETING GUIDE

For Use During

The Initial Meeting Between

The Outside Mentor and Beginning Lawyer

INITIAL MEETING GUIDE

WHAT	OUTSIDE MENTOR	BEGINNING LAWYER
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 CLE Agreement Form (in Appendix of Forms)	Explain – clearly – what you can talk about and what you cannot talk about. Make sure Beginning Lawyer understands.	Repeat back to Mentor what you can talk about and what you cannot talk about.
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.

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.
Agree on Meeting Times and Who Will Set Them	Inform the Beginning Lawyer of your schedule, generally, including convenient vs. inconvenient times to call, etc.	Agree to organize your time so as to make efficient use of the Mentoring meetings. Be considerate of Mentor's work schedule.
Agree to Be Candid About Any Problems	Explain that you will inform Beginning Lawyer if a problem arises in the Mentoring relationship, or if a desired result is not being obtained.	Explain that you will inform Mentor if a problem arises in the Mentoring relationship, or if a desired result is not being obtained.

	Areas Below Left Blank For Additional Notes:	

Outside Mentoring Manual

Frequently Asked Questions and Answers

For
Outside 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. **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.

3. **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.

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

Yes.

CLE ISSUES

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

Access dates, times, locations of programs at www.iclega.org or by calling ICLE at 1-800-422-0893.

MENTOR QUALIFICATIONS

6. **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.

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.

7. **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.

8. **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.

OUTSIDE MENTOR SELECTION

9. How is an Outside Mentor nominated?

A Beginning Lawyer is asked to nominate his or her own Outside Mentor, using the Program enrollment form (download from New Member CD).

The nomination must be approved by the Program Director (“Director”).

A Beginning Lawyer who, for whatever reason, is unable to identify an Outside Mentor notifies the Director, using the enrollment form. The Director, working with the Standards of the Profession Committee (“Committee”), will draw upon their knowledge of potential Mentors in proximity to the Beginning Lawyer as well as seek assistance from local judges, and from local, circuit, or voluntary bar associations.

In the event no Mentor can be found for a Beginning Lawyer to act in a one-on-one basis, then the Director will assign the Beginning Lawyer to a Mentoring Group in that vicinity or region of the state. A Mentoring Group will consist of an approved Mentor or group of approved Mentors who work with a small group of Beginning Lawyers through periodic group mentoring meetings in accordance with established Program criteria.

10. What are the Outside 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. What criteria are used in matching an Outside Mentor and a Beginning Lawyer?

The Director, working with the Committee, will draw upon their own knowledge of potential Mentors in proximity to the Beginning Lawyer as well as seek assistance from local judges and from local, circuit, or voluntary bar

associations. Beyond geographic proximity, the Program will attempt, but cannot guarantee, to match Beginning Lawyers and Outside Mentors based on other criteria, such as similarities of practice area.

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 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.

WHAT OUTSIDE MENTORS CAN DO AND WHAT OUTSIDE MENTORS CANNOT DO

14. What kind of advice is an Outside Mentor allowed to offer to a Beginning Lawyer?

All Outside Mentors and Beginning Lawyers are required to sign the Transition Into Law Practice Program Continuing Legal Education Pledge & Agreement (See “CLE Agreement Form” in Appendix of Forms in this Manual).

According to the terms of the CLE Agreement, the Outside Mentor is an educational resource for the Beginning Lawyer, and the purpose of the mentoring component of the Program is to provide opportunities for the discussion of general issues confronted by the Beginning Lawyer in the practice of law.

Moreover, the Beginning Lawyer agrees neither to ask the Outside Mentor for case specific advice nor to give to the Outside Mentor actual names of clients. The Outside Mentor and Beginning Lawyer further agree to deal with any problems the Beginning Lawyer has in only a general, hypothetical manner.

15. Are communications between the Outside Mentor and the Beginning Lawyer confidential?

No. The Beginning Lawyer shall not reveal to the Outside Mentor any confidential communications between the Beginning Lawyer and the Beginning Lawyer’s client, according to the terms of the CLE Agreement that Outside Mentors and Beginning Lawyers are required to sign.

16. What is the Outside Mentor’s role in supervision of the Beginning Lawyer?

An Outside Mentor cannot be expected to supervise the practice of law by the Beginning Lawyer.

The role of the Outside Mentor is to offer the Beginning Lawyer extended education in learning the ways of law practice. An Outside Mentor is expected to provide instruction in practical skills, as well as ethical and professionalism issues frequently encountered by lawyers in practice.

Neither the Program nor the Outside Mentor assumes any responsibility to the Beginning Lawyer’s clients for legal services performed by the Beginning Lawyer, according to the CLE Agreement.

17. **What is the Outside Mentor's role in evaluation of the Beginning Lawyer?**

The Outside Mentor assumes no responsibility for evaluating the work of the Beginning Lawyer.

The role of the Outside Mentor is to assist the Beginning Lawyer in developing practical skills, good legal decision-making and sensitivity to ethical and professionalism values. The Outside Mentor has a joint responsibility (with Beginning Lawyer) for evaluation of the mentoring relationship, but sole authority for assessing whether or not the Beginning Lawyer has satisfactorily completed the mentoring component of the Program.

MANAGING THE OUTSIDE MENTORING RELATIONSHIP

18. **During the twelve (12) month mentoring period, does the Outside 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 Outside Mentor and the Beginning Lawyer.

19. **How much time is an Outside 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. For an outside mentorship, one personal meeting a month, in addition to frequent telephone and email contact, is suggested to maintain the mentorship.

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

A Beginning Lawyer is required to complete the Mentoring component within twelve (12) months.

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.

THE MODEL MENTORING PLAN

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

21. 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.

22. How is the Mentoring Plan monitored?

Monitoring of the Mentoring Plan is a joint responsibility of the Mentor and Beginning Lawyer that continues throughout the mentorship so that at the end of the twelve months, the Mentor is able to certify that the Beginning Lawyer has satisfactorily completed the Plan.

CERTIFYING COMPLETION OF THE PROGRAM

23. How does an Outside 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.

CHANGING MENTORS

25. 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

26. What happens if the Outside Mentor becomes unavailable to serve?

The Outside Mentor shall inform the Director as soon as practicable. In the event the Outside 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 Outside 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.

27. What happens if the Beginning Lawyer becomes unavailable to continue to be mentored by the originally assigned Outside Mentor?

The Beginning Lawyer shall inform the Director as soon as practicable. In the event the Beginning Lawyer is unable to do so, the Outside 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.

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

For problems which may arise within the context of the mentoring relationship, both the Outside Mentor and the Beginning Lawyer have a responsibility to be candid, but respectful toward one another and to seek to resolve problems in good faith where possible. Each party should inform the other of problems arising in the mentoring relationship, or if a desired result is not being obtained. An Outside Mentor or Beginning Lawyer who fails to resolve problems should convey his or her concern to the Director, who will seek the assistance of the Standards Committee if necessary to resolve the issue.

For concerns about Program requirements or procedures in general, an Outside 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

29. 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.

30. 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.

31. 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.

32. 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:

Outside Mentoring Manual

10 Years in the Making

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

TRANSITION INTO LAW PRACTICE PROGRAM TIMELINE - 10 YEARS IN THE MAKING

1996

State Bar of Georgia creates Standards of the Profession Committee with charge to investigate and report to Board of Governors as to whether the State Bar should require beginning lawyers to complete a period of internship or other supervised work prior to admission.

1997

Standards of the Profession Committee recommends Pilot Project to test the feasibility of a transition into practice program combining mentoring with continuing legal education.

1998 – 1999

Pilot Project logistics are planned and funding secured.

2000 – 2001

State Bar conducts 2-year Pilot Project with 100 mentors and 100 beginning lawyers.

2002

Pilot Project is evaluated as successful in conveying to beginning lawyers the practical skills and professional values necessary to practice law in a highly competent manner.

2003

Standards of the Profession Committee formally recommends a mandatory Transition Into Law Practice Program that combines mandatory mentoring with continuing legal education for newly admitted lawyers in Georgia.

Board of Governors of State Bar of Georgia approves the concept of a mandatory Transition Into Law Practice Program and authorizes the Standards of the Profession Committee to propose an Implementation Plan.

2004

Supreme Court of Georgia approves the concept of a mandatory Transition Into Law Practice Program and authorizes the Standards of the Profession Committee to propose an Implementation Plan.

Standards of the Profession Committee prepares Implementation Plan.

Board of Governors approves Implementation Plan.

2005

Supreme Court of Georgia approves Implementation Plan calling for mandatory Transition Into Law Practice Program to commence January 1, 2006.

QUOTATION:

Sometimes the struggle for something that is worthwhile makes it all the better, once you achieve it.

- Harry S. Truman

Outside Mentoring Manual

APPENDIX OF FORMS

For
Outside Mentors
And
Beginning Lawyers

Outside Mentoring Manual

COMPLIANCE

CHECKLIST

Complete and Submit This Checklist As
Your Cover Pages For
All Applicable Enrollment Documents

