

GROUP MENTORING MANUAL

RESOURCES FOR BEGINNING LAWYERS
IN GROUP 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.

**IF YOU QUALIFY FOR ASSISTANCE UNDER THE
AMERICANS WITH DISABILITIES ACT,
PLEASE CALL 404-526-8627 FOR ASSISTANCE.**

GROUP MENTORING MANUAL

Compiled by
Transition Into Law Practice Program
(Revised 10.2017)

TABLE OF CONTENTS

What If You Change Jobs?	3
Notice	4
Points Of Contact	5
Compliance Notice	6
Mandatory Advocacy Experiences	8
Group Mentoring Timeline	10
Frequently Asked Questions and Answers	12
10 Years in the Making	18
APPENDIX OF FORMS	20

GROUP MENTORING MANUAL

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 your employment changes half way during your mentoring year, please consult our office prior to completing the form to determine the best option for your current status.

GROUP MENTORING → INACTIVE STATUS:

If you are not currently practicing law and you are uncertain about when – or if – you will begin practicing law, you should consider Inactive Status. The State Bar of Georgia website (www.gabar.org) contains a discussion of the benefits of Inactive Status.

GROUP MENTORING → INSIDE MENTORING:

If you are in Group Mentoring, and you obtain a job with a law firm or legal organization, your mentoring status changes to Inside Mentoring and you should nominate a Mentor from within your firm or organization. See the Inside Mentoring Manual for more details found on the TILPP page of State Bar of Georgia website (www.gabar.org).

GROUP MENTORING → OUTSIDE MENTORING:

If you are in Group 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 found on the TILPP page of State Bar of Georgia website (www.gabar.org).

GROUP MENTORING MANUAL

NOTICE

Does This Manual Apply To You?

The material in this Group Mentoring Manual will **NOT** apply to most Beginning Lawyers enrolled in the Transition Into Law Practice Program. 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 (enrolled in conjunction with the Prosecuting Attorneys’ Council of Georgia), a Public Defender (enrolled in conjunction with the Public Defender Standards Council), 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 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.

GROUP MENTORING MANUAL

POINTS OF CONTACT

SEMINAR REGISTRATION QUESTIONS

Institute of Continuing Legal Education In Georgia (ICLE):

P.O. Box 117210

Athens, Georgia 30603

Phone: 678.529.6688

Email: icle@iclega.org

Website: www.iclega.org

CLE TRANSCRIPT, REPORTING AND HOUR VERIFICATION

State Bar of Georgia Continue Legal Education (CLE) Department

104 Marietta Street, NW, Suite 100

Atlanta, GA 30303

Phone: 404-527-8710

Fax: 404-527-8717

Email: cle@gabar.org

Website: www.gabar.org (log on to view your CLE report)

TILPP MENTORING AND CLE COMPONENT QUESTIONS

State Bar of Georgia, Transition Into Law Practice Program

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

COMPLIANCE NOTICE

A QUICK PROGRAM OVERVIEW FOR YOUR INFORMATION

GROUP MENTORING MANUAL

Your compliance with the mandatory State Bar of Georgia Transition Into Law Practice Program (“Program”) consists of two (2) components: a **continuing legal education** (“CLE”) component and a **mentoring** component.

1. **CLE Component (State Bar Rule 8-104(B), Regulation (1)(C)(i))**: You must attend and obtain CLE courses equivalent to at least 12 credits, inclusive of the Beginning Lawyers Program (BLP). Please check the TILPP page of the State Bar’s website for dates and times of applicable CLE activities or contact the Institute for Continuing Legal Education (“ICLE”) at www.iclega.org or 678.529.6688.
2. **Mentoring Component (State Bar Rule 8-104(B), Regulation (1)(C)(ii))**: Your compliance with the mentoring component will occur in a Group Mentoring setting, utilizing activities based upon the Model Mentoring Plan (See Model Mentoring Plan in Appendix of Forms of this Manual).
3. **What You Should Do Now**: Review this Manual, which contains additional program information, forms, checklists, and answers to frequently asked questions.
4. **Dates, Times, Locations of Group Mentoring Events**: Group Mentoring Events typically occur annually in March, May and August. You will be notified via email and/or mail (if you have no email address on file with the State Bar) of Group Mentoring Events. (Bar members are required to keep current address information on file with the State Bar of Georgia (State Bar Rule 1-207)).

Your successful completion of BOTH (mentoring and CLE) components of this Program satisfies your mandatory CLE requirements for the calendar year of your admission and the next calendar year. (State Bar Rule 8-104(B)(1)).

MANDATORY
ADVOCACY
EXPERIENCES

(OBSERVATIONS)

State Bar Rule 8-104(D)

&

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

GROUP MENTORING MANUAL

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

Beginning Lawyers in Group Mentoring utilize the Model Mentoring Plan (See Model Mentoring Plan in Appendix of Forms of this Manual). Mandatory Advocacy Experience reporting is done by completing and Mandatory Advocacy Experiences form. Please remember that three (3) of the five (5) experiences can be attained after completing the 2nd year of law school. The other two (2) experiences can be tailored to your practice setting or webcasts of Georgia Supreme Court oral arguments.

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. State Bar Rule 8-104(D), Regulation (1)

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

Refer to the Model Mentoring Plan, Section E, found in the Appendix of forms located at the end of this manual.

PLEASE NOTE - TILPP MAE POLICY:

TILPP requires completion of the MAEs by all Beginning Lawyers, even if you are not currently appearing in court. The language of MAEs being completed before appearing as sole and lead counsel is a benchmark, so that attorneys who do plan to appear in court immediately upon the start of their practice without any in-court experience have a gauge as to how soon they should complete the MAES. ***It is not meant to provide exclusion to those who do not plan to appear as sole or lead counsel.*** You are allowed to provide three (3) experiences from law school. If you are able to attend the remaining two (2) observations in person, you are allowed to watch oral arguments from the Georgia Supreme Court website. You are also allowed to observe other experiences relative to your practice setting such as mediation, real estate closing transactions, contract negotiations, etc. ***Please ensure that your experience involves an actual observation and not an experience in which you are solely participating.*** **TILPP encourages you to use these observations as an opportunity to meet more experienced attorneys and judges.**

GROUP MENTORING TIMELINE

A SUMMARY OF THE SEQUENCE OF EVENTS

GROUP MENTORING MANUAL

WHO	WHAT	NOTES
Beginning Lawyer	Receives "pass letter" and certificate of eligibility for admission to practice from Office of Bar Admissions.	
Judge	Administers oath of admission to practice law in Georgia to Beginning Lawyer.	
State Bar of Georgia	Provides TILPP enrollment information to Beginning Lawyer.	
Beginning Lawyer	Submits State Bar registration form and TILPP enrollment form to State Bar of Georgia.	
Program Director	Assigns Beginning Lawyer to Group Mentoring and forwards Compliance Notice to Beginning Lawyer.	
ICLE of Georgia	Forwards notices of Group Mentoring events to Beginning Lawyer at intervals throughout the twelve (12) month mentoring period.	
Beginning Lawyer	<ul style="list-style-type: none"> • Satisfies CLE component by attending required 12 CLE course hours, inclusive of the Beginning Lawyers Program (BLP). • Satisfies Mentoring component by attending 2 Group Mentoring Events. 	
Program Director	<ul style="list-style-type: none"> • Confirms Beginning Lawyer's attendance at required number of Group Mentoring activities and certifies completion of Mentoring Component. • Checks Beginning Lawyer's CLE transcript for compliance with CLE component. • Provides Certificate of Program Compliance for Beginning Lawyers who complete both CLE and Mentoring components. 	
Beginning Lawyer	<ul style="list-style-type: none"> • Exits Transition Into Law Practice Program and is subject to CLE Rules & Regulations governing all other State Bar of Georgia members, unless exempted. • Considers serving as Mentor upon attaining 5-year anniversary of admission to practice law in Georgia! 	

FREQUENTLY ASKED QUESTIONS AND ANSWERS

FOR BEGINNING LAWYERS IN GROUP MENTORING

GROUP MENTORING MANUAL

PROGRAM GOAL – ENROLLMENT – RESPONSIBILITIES

- 1. I am not currently practicing law or only practice part-time – why am I required to participate in Group Mentoring activities of the Transition Into Law Practice Program?**

Because you have elected “ACTIVE” status with the State Bar of Georgia instead of “INACTIVE” status. Your compliance with TILPP is based upon your “ACTIVE” status, regardless of how much time, or how little time, you actually devote to the practice of law. (State Bar Rule 8-104(B)(1)).

TILPP is designed for Beginning Lawyers who are actually practicing law.

If you are not currently practicing law, you should consider taking “INACTIVE” status.

- 2. I want a Mentor assigned one-on-one to assist me. How does a Beginning Lawyer get assigned one-on-one to a Mentor?**

There are three ways to transfer or migrate out of Group Mentoring and have an individual Mentor:

- (1) Open your own law practice (the Program Director will assign an Outside Mentor to assist a sole practitioner who has opened their own law office, **when requested within 90 days after admission to practice**);
- (2) Work in association with a legal organization or law firm which agrees to assign an Inside Mentor to assist you one-on-one; or
- (3) Locate an Outside Mentor or Inside Mentor on your own.

NOTE: The Program Director only assists Beginning Lawyers who are sole practitioners in locating Outside Mentors and only within 90 days after admission to practice.

- 3. I am in Group Mentoring, but I have located an attorney willing to serve as an individual Mentor for me (either through an employment change or on my own). What do I do next?**

Complete and submit the Migration Form (see Appendix of Forms) to the Program Director; and provide your potential Mentor with information for Mentors located under TILPP Documents on the TILPP page of the State Bar of Georgia website.

- 4. 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.

GROUP MENTORING MANUAL

5. How does a Beginning Lawyer enter the Program?

The State Bar of Georgia provides information about Program enrollment or exemption to all attorneys newly admitted to practice in Georgia. For more information about Program enrollment or exemption, call 404-527-8704 or email tilpp@gabar.org.

6. What are the Beginning Lawyer's Responsibilities?

A. By satisfactorily complete the TILPP's **Mentoring Component** by:

- devoting the time required for this mandatory Program;
- satisfactorily completing Group Mentoring activities; and,

B. by satisfactorily completing TILPP's **CLE Component**.

7. How Do I Comply With The Mentoring Component?

Participate in six (6) hours of Group Mentoring activities. Generally, each individual Group Mentoring activity lasts three (3) hours, but program agendas are subject to change.

8. When Are The Group Mentoring Activities?

Group Mentoring events generally occur in March, May and August, but future schedules are subject to change. Advance notices of Group Mentoring activities are forwarded to Beginning Lawyers by ICLE of Georgia. You will receive notices via first class mail and/or via email at the address you have on file with the State Bar of Georgia. [You are required to keep current address information on file with the State Bar of Georgia (State Bar Rule 1-207)].

9. What If I Have A Date Conflict With The Group Mentoring Activities?

Attend a Group Mentoring event on an alternate date. Because some (but not all) Group Mentoring events are taped, you may to view a video replay or internet steaming of a taped event by contacting ICLE of Georgia at icle@iclega.org, 678.529.6688, or www.iclega.org.

10. How Much Is The Registration Fee For Group Mentoring Activities?

Fee information is provided in the advance notice forwarded to you by ICLE of Georgia.

11. How Many CLE hours do I receive for Group Mentoring Programs?

You **do not** receive CLE hours for Group Mentoring Programs, because your attendance at Group Mentoring Programs satisfies TILPP's Mentoring component. You **do** receive CLE hours for attending CLE programs which satisfy TILPP's CLE component.

12. Why Do I Have To Pay For Group Mentoring Activities?

Group Mentoring is a part of TILPP. TILPP is the CLE requirement for Georgia's Beginning Lawyers. All Lawyers subject to CLE requirements pay applicable fees for the production and logistical costs associated with CLE programs. Further, Beginning Lawyers not in Group Mentoring still pay for their respective mentoring activities just as you do in Group Mentoring. Beginning Lawyers in Outside Mentoring and Inside Mentoring

GROUP MENTORING MANUAL

environments engage in mentoring activities during time periods when they would otherwise be generating income and/or billable hours.

CLE ISSUES

- 13. Where can Beginning Lawyers in Outside Mentoring find out the dates, times and locations of the required CLE programs?**

Contact the **Institute of Continuing Legal Education In Georgia (ICLE)** at icle@iclega.org, www.iclega.org, or 678.529.6688.

THE MODEL MENTORING PLAN

- 14. What is the Model Plan of Mentoring Activities and Experiences?**

The intent of TILPP 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.

See: https://www.gabar.org/membership/tilpp/upload/Model_Mentoring_Plan.pdf.

This Model Plan features a list of experiences and topical questions which are illustrative of the types of experiences deemed useful in helping a Beginning Lawyer acclimate to practice and grow into a competent practitioner.

The key elements of the Model Mentoring Plan for those enrolled in Group Mentoring are:

- A. Regular contact and meetings between Group Mentors and Beginning Lawyers.
- B. Continuing discussions between Group Mentors and Beginning Lawyers on at least the following topics:
 - a) Ethics and professionalism.
 - b) Relationships with clients, other lawyers (both in and outside the firm), the judiciary and the public, including unrepresented parties.
 - c) Professional work habits, organizational skills and practice management.
 - d) Economics of practicing law in the relevant practice setting.
 - e) 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 Group Mentor-Beginning Lawyer relationship.

GROUP MENTORING MANUAL

15. How are Group Mentoring Activities monitored?

ICLE of Georgia automatically reports your attendance at (or viewing of) Group Mentoring events to the TILPP Director. A portion of your registration fee pays for this service.

CERTIFYING COMPLETION OF THE PROGRAM

16. Who certifies that a Beginning Lawyer in Group Mentoring has satisfactorily completed the Mentoring Component of the Program?

The TILPP Director.

17. How long does a Beginning Lawyer in Group Mentoring have to complete TILPP?

TILPP covers Beginning Lawyers in the year of their admission in Georgia and the next calendar year. The pertinent State Bar Rule is 8-104.

See <http://www.gabar.org/barrules/handbookdetail.cfm?what=rule&id=227>.

18. How does a Beginning Lawyer enrolled in Group Mentoring certify to the TILPP Director that they have satisfactorily completed TILPP?

TILPP consists of two (2) components: (1) Mentoring and (2) CLE. Beginning Lawyers receive written confirmation from the TILPP Director for their records upon successful completion of both components.

To Complete CLE – Attendance is automatically reported to our computer database if you attend CLE events facilitated by ICLE of Georgia because a portion of your registration fee pays for that service. If they attend CLE events facilitated by other CLE providers, you must insure that the CLE provider will forward proof of attendance to the State Bar of Georgia CLE department.

Remember, all attorneys can check their CLE status online by logging on to the State Bar of Georgia website.

To Complete Group Mentoring – Participate in six (6) hours of Group Mentoring activities. Generally, each individual Group Mentoring activity last three (3) hours, but program agendas are subject to change.

19. What happens if the Beginning Lawyer in Group Mentoring does not complete TILPP in the required time period?

The same deadlines, late fees and penalties for general CLE apply to TILPP. (State Bar Rule 8-107).

GROUP MENTORING MANUAL

ADMINISTRATIVE ISSUES

20. How is TILPP 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.

See <http://www.gabar.org/committeesprogramssections/committees/committeemembers.cfm?committeename=CONTLC>.

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 TILPP.

21. 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.

22. 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.

10 YEARS IN THE MAKING

A BRIEF TIMELINE SHOWING THE DEVELOPMENT
OF THE TRANSITION INTO LAW PRACTICE PROGRAM.

GROUP MENTORING MANUAL

- 1996** State Bar of Georgia creates the Standards of the Profession Committee with charge to investigate and report to the 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** The 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** The 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.
The 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** The 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.
- 2005** The Supreme Court of Georgia approves Implementation Plan calling for the 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

APPENDIX OF FORMS

FOR BEGINNING LAWYERS

GROUP MENTORING MANUAL

MANDATORY ADVOCACY EXPERIENCES

https://www.gabar.org/membership/tilpp/upload/MAE_TILPP.pdf

MODEL MENTORING PLAN

https://www.gabar.org/membership/tilpp/upload/Model_Mentoring_Plan.pdf

PLEASE NOTE:

If you are in Group Mentoring, the Model Mentoring Plan is solely for reference to highlight sample topics the Group Mentoring Seminars will cover.

MIGRATION FORM

Use only for a job or Mentor change.

<https://www.gabar.org/membership/tilpp/upload/MigrationForm.pdf>