

## TILPP FAQs

### **1. How does a Beginning Lawyer enroll in TILPP?**

Beginning Lawyers don't enroll in TILPP until after admission to practice in Georgia. Once admitted to practice, the TILPP Enrollment form is a portion of the material submitted when registering with the State Bar of Georgia. When the TILPP Enrollment form is received and processed, Beginning Lawyers are given additional TILPP compliance information, including a checklist and manuals.

COMPLIANCE WITH TILPP IS MANDATORY. State Bar enrollment materials must include TILPP Enrollment form.

### **2. Does TILPP 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 must comply with TILPP. However, many large organizations or law firms that regularly hire Beginning Lawyers (or retain them as unpaid interns) have "Master Mentoring Plans" in place to satisfy TILPP requirements. Beginning Lawyers employed with these types of organizations or law firms should check with their supervisor to determine if master mentoring plans apply.

### **3. What are the Beginning Lawyer's Responsibilities in Inside or Outside Mentoring?**

A. To satisfactorily complete the TILPP'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 TILPP's CLE component.

### **4. Can a Beginning Lawyer nominate the person he wishes to have appointed as his 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 TILPP requirements.

### **5. 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).  
<http://www.gabar.org/barrules/handbookdetail.cfm?what=rule&id=227>

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.

**6. 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 his law practice in a responsible manner.

**7. 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. Also, it refers to those Mentors employed by government entities eligible for immunity status.

**8. What are the Mentor’s Responsibilities?**

The Mentor’s responsibilities include:

- A. devoting the time required for meaningful mentoring;
- B. guiding and teaching the Beginning Lawyer practical skills, seasoned judgments, and sensitivity to ethical and professionalism values;
- C. devising jointly with the Beginning Lawyer a Mentoring Plan;
- D. monitoring the Beginning Lawyer’s Plan progress; and,
- E. certifying (at the end of 12 months) whether or not the Plan was satisfactorily completed.

**9. Is any training required to serve as a Mentor?**

No. However, TILPP offers an optional “Mentor Orientation Program” facilitated by ICLE of Georgia. 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 State Bar satellite offices. 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.

**10. 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 and information to aid in developing an effective mentoring relationship with the Beginning Lawyer.

**11. How do Mentors sign up to attend or to view a Mentor Orientation Program?**

All Mentors receive copies of the program brochure from ICLE of Georgia whenever a live version of the event is scheduled. To arrange a video rental or internet streaming of a previously recorded "Mentor Orientation Program" contact ICLE of Georgia at [icle@iclega.org](mailto:icle@iclega.org) or 1.800.422.0893 (toll free).

**12. During the 12-month mentoring period, does the 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 Mentor and the Beginning Lawyer.

**13. How much time is a 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.

**14. 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 of the State Bar of Georgia.

**15. 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.

**16. 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.

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

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

**18. 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?**

**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.

**Other Beginning Lawyers employed by large legal organizations or large law firms:** Contact your supervisor to determine if your organizations or law firm has a Master Mentoring Plan in place for newly admitted attorneys to comply with TILPP requirements.

**19. 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?**

Beginning Lawyers who enter the practice of law as federal, state, local, or other governmental employee or in-house counsel must comply with TILPP. However, many large organizations or law firms that regularly hire Beginning Lawyers (or retain them as unpaid interns) have "Master Mentoring Plans" in place to satisfy TILPP requirements.

If your organization is interested in saving duplication of effort and paperwork, contact the TILPP Director to discuss establishing a Master Mentoring Plan for your Beginning Lawyers to comply with TILPP.

TILPP 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.

**20. What happens if the Beginning Lawyer does not complete the mentoring component in the required time period?**

The same deadlines, late fees and penalties for general CLE apply to TILPP. See Rule 8-107.

**21. 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 <http://www.gabar.org/membership/tilpp/tilpp-docs.cfm>.

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. 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**. See <http://www.gabar.org/membership/tilpp/tilpp-docs.cfm>.

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

## **23. What happens if the Mentor becomes unavailable to serve or the Beginning Lawyer becomes unavailable to continue to be mentored?**

The Mentor or Beginning Lawyers shall inform the Program Director as soon as practicable.

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 a Mentor to continue or the change in a Beginning lawyer's status will be made by the Program 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.

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

##### **Inside Mentoring**

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 Program 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.

##### **Outside Mentoring**

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 Lawyers who fails to resolve problems should convey his or her concern to the TILPP Director. The Director will seek the assistance of the Standards Committee, if necessary to resolve the issues.

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

#### **25. 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?committee=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. See [http://www.gabar.org/membership/tilpp/upload/Standards\\_Comm\\_Roster.pdf](http://www.gabar.org/membership/tilpp/upload/Standards_Comm_Roster.pdf).

**26. 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**. The agreement can be found in the Outside Mentoring Manual. See <http://www.gabar.org/membership/tilpp/tilpp-docs.cfm>.

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.

**27. 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.

**28. 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.

Per the CLE Agreement, neither the Program nor the Outside Mentor assumes any responsibility to the Beginning Lawyer's clients for legal services performed by the Beginning Lawyer.

**29. 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 the Beginning Lawyer) for evaluation of the mentoring relationship. The Outside Mentor has the sole authority for assessing whether or not the Beginning Lawyer has satisfactorily completed the mentoring component of the Program.

**30. How long does a Beginning Lawyer 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>

**31. How does a Beginning Lawyer enrolled in INSIDE or OUTSIDE 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. A portion of your registration fee pays for that service. If you 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 Inside or Outside Mentoring** – Submit the 1- Page **Mentoring Completion Certification** signed by your Mentor upon completing your mentoring plan. See <http://www.gabar.org/membership/tilpp/tilpp-docs.cfm>.

**32. Does "Group Mentoring" apply to me?**

If you are unable to find employment as a lawyer or you are employed but in a job setting where you are not practicing law, you still have to comply with TILPP unless you elect Inactive Status. Your compliance will occur in a Group Mentoring environment. Group Mentoring events cover the Model Mentoring Plan developed by TILPP. See <http://www.gabar.org/membership/tilpp/tilpp-docs.cfm>.

Do you have questions about Group Mentoring? Download your **Group Mentoring Manual** which includes timelines, answers to frequently asked questions, a copy of the model mentoring plan utilized in Group Mentoring events, and other applicable forms. See <http://www.gabar.org/membership/tilpp/tilpp-docs.cfm>.

**33. I am not currently practicing law – why am I required to participate in Group Mentoring activities?**

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. Information about the benefits of taking “INACTIVE” status is available on the State Bar of Georgia website. See <http://www.gabar.org/aboutthebar/faq/faqs.cfm?filter=Mandatory Continuing Legal Education>.

**34. I am in Group Mentoring, but I want a Mentor assigned one-on-one to assist me. How can I be paired one-on-one with a Mentor?**



There are three ways to transition out of Group Mentoring and to have an individual Mentor.

(1) Locate a Mentor of your own choosing and have him complete the Mentor Volunteer Form.

(2) Migrate to Inside Mentoring by becoming affiliated (as an employee or volunteer/intern) with a law firm or legal organization and have your supervisor complete the Mentor Volunteer Form

(3) Migrate to Outside Mentoring by establishing your own solo practice of law on a permanent and full-time basis and have the attorney you wish to nominate as your Mentor complete the Mentor Volunteer Form.

### **35. What are the Beginning Lawyer's Responsibilities in Group Mentoring?**

To satisfactorily complete the TILPP's **Mentoring Component** by:

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

To satisfactorily complete TILPP's **CLE Component**.

### **36. How Do I Comply With The Mentoring Component through 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.

### **37. 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).

### **38. 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](mailto:icle@iclega.org), 1.800.422.0893, or [www.iclega.org](http://www.iclega.org).

### **39. 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.

### **40. 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.

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

#### **42. 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.

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

The TILPP Director.

#### **44. 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.

#### **45. If I am a judicial law clerk, does the Transition Into Law Practice Program apply to me?**

A judicial law clerk is not exempt, but he or she is deferred from TILPP compliance during the term of the clerkship. Although compliance is deferred, a judicial law clerk must still enroll with the Program using a form provided with State Bar of Georgia enrollment materials (Rule 8-104 (B)(1)(b)).

**46. What do I do upon the completion of my judicial clerkship?**

Complete and submit the Completion of Judicial Clerkship Form to the State Bar of Georgia Transition Into Law Practice Program. See <http://www.gabar.org/membership/tilpp/tilpp-docs.cfm>.

Upon receipt of your completion form, you will receive complete information about how to enroll in TILPP, or how to request an exemption from TILPP.

**47. Who is exempt from TILPP?**

(a) Newly admitted attorneys who elect to take Inactive Status (Rule 8-104 (C)(1)); (b) attorneys practicing in other jurisdictions admitted on motion without taking the Georgia Bar Examination (Rule 8-104(B)(1)(a)); (c) Foreign Law Consultants (Rule 8-104(B)(1)(a)); (d) attorneys passing the "1-Day Attorney Examination" who meet other pertinent minimum previous law practice requirements (Rule 8-104 (B)(1)(a)); and, (e) attorneys admitted to practice in Georgia but with principal practices in another state (Rule 8-104 (C)(4)) or Rule 8-106 (A)(6)).

**48. How do I apply for an exemption?**

Complete the Exemption Affidavit which is a portion of the paperwork required in order to enroll with the State Bar of Georgia. See [http://www.gabar.org/membership/tilpp/tilpp\\_docs.cfm](http://www.gabar.org/membership/tilpp/tilpp_docs.cfm).