



Quarterly Report

INSTRUCTIONS

1. Print out this Quarterly Report.
2. Review your mentoring plan with your mentor. Discuss what activities you have completed.
3. Use the quarterly report form to indicate which activities have been completed during the time period between each quarterly report. Both New Lawyer and Mentor must sign the attached Quarterly Progress Report.
4. Submit the completed Quarterly Report to the NLTP by the required date.

NEW LAWYER TRAINING PROGRAM



QUARTERLY PROGRESS REPORT

I, _____, hereby inform the NLTP Administrator that I have been meeting with my mentor at least two hours per month and that I am making good progress toward completing the requirements of my plan. By signing this form, my mentor and I certify that I have completed the following required and elective activities:

(Insert list of Required Section 1-6 and Electives completed based on your personalized mentoring plan)

I hereby certify that the above information is correct and complete.

NEW LAWYER SIGNATURE/Bar No.

MENTOR SIGNATURE/Bar No.

PRINT YOUR NAME

PRINT YOUR NAME

BAR NUMBER

BAR NUMBER

DATE

DATE

NEW LAWYER TRAINING PROGRAM



CONTACT INFORMATION

Utah Law and Justice Center

John C. Baldwin, Executive Director

801•297•7028

E-mail: director@utahbar.org

Connie Howard, Director of Group Services

801•297•7033

E-mail: connie.howard@utahbar.org

Tracy S. Gruber, Administrator

801•297•7026

E-mail: tgruber@utahbar.org

645 South 200 East, Suite 310

Salt Lake City, UT 84111

Fax: 801.531.0660

▪

E-mail: mentoring@utahbar.org

www.utahbar.org