



## 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. **Each activity must be initialed by both the Mentor and the New Lawyer.**
4. Both New Lawyer and Mentor must sign the attached Quarterly Progress Report.
5. 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

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