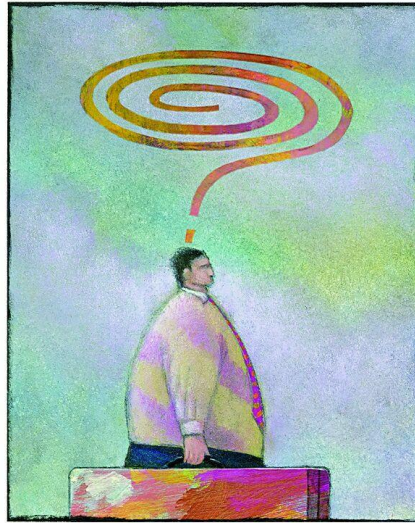


# Utah State Bar



## **NLTP: A STEP-BY-STEP GUIDE**

Resources for  
New Lawyers and Mentors

# NEW LAWYER TRAINING PROGRAM



WHO	WHAT	✓
New Lawyer	<ul style="list-style-type: none"> <li>● Receives “pass letter” and certificate of eligibility for admission to practice from Office of Bar Admissions.</li> </ul>	
Supreme Court Justice	<ul style="list-style-type: none"> <li>● Administers oath of admission to practice law in Utah to new lawyer.</li> </ul>	
Utah State Bar	<ul style="list-style-type: none"> <li>● Provides forms on the Utah State Bar website <i>www.utahbar.org</i></li> </ul>	
New Lawyer’s Employer	<ul style="list-style-type: none"> <li>● Designates mentor for new lawyer, with new lawyer’s input, for inside mentoring.</li> </ul>	
New Lawyer	<ul style="list-style-type: none"> <li>● Nominates mentor (on NLTP form) for outside and inside mentoring. Submits NLTP enrollment form to Utah State Bar.</li> </ul>	
NLTP Administrator	<ul style="list-style-type: none"> <li>● If new lawyer nominates mentor whose appointment status with Utah Supreme court is current, then skip to Timeline Item 16.</li> <li>● If new lawyer nominated mentor is not currently serving as an appointed mentor by Utah Supreme Court, then proceed to Timeline Item 10.</li> </ul>	
Mentor	<ul style="list-style-type: none"> <li>● Completes Mentor Volunteer Form (see Appendix of Forms). Submits Volunteer Form to program.</li> </ul>	
NLTP Administrator	<ul style="list-style-type: none"> <li>● Screens Volunteer for minimum qualifications. Forwards volunteer’s name to Utah Supreme Court for appointment consideration.</li> </ul>	
Utah Supreme Court	<ul style="list-style-type: none"> <li>● Considers qualifications and, if satisfactory, appoints mentor for one (1) year term.</li> </ul>	
NLTP Administrator	<ul style="list-style-type: none"> <li>● Forwards Utah Supreme Court appointment certificate to mentor. Confirms assignment of mentor to new lawyer.</li> </ul>	
New Lawyer	<ul style="list-style-type: none"> <li>● Initiates contact with mentor to begin mentoring activities. (It is new lawyer’s responsibility to initiate contact and begin process.)</li> </ul>	

# NEW LAWYER TRAINING PROGRAM



WHO	WHAT	✓
<b>Mentor &amp; New Lawyer</b>	<ul style="list-style-type: none"> <li>● Convene the initial meeting. Use the initial meeting guide in this Manual to set a timetable for devising a written mentoring plan and assembling all pertinent documents for submission to NLTP. (See Model Mentoring Plan at <a href="http://www.utahbar.org/nltp">www.utahbar.org/nltp</a>.)</li> </ul>	
<b>New Lawyer</b>	<ul style="list-style-type: none"> <li>● Submits mentoring plan and all pertinent documents to NLTP within 90 days of item 1.</li> </ul>	
<b>NLTP Administrator</b>	<ul style="list-style-type: none"> <li>● Acknowledges receipt of materials; certifies whether or not mentoring plan meets minimum guidelines.</li> </ul>	
<b>New Lawyer</b>	<ul style="list-style-type: none"> <li>● Attends Introduction to the Practice of Law Seminar.</li> </ul>	
<b>Mentor</b>	<ul style="list-style-type: none"> <li>● Attends mentor orientation CLE program.</li> </ul>	
<b>Mentor &amp; New Lawyer</b>	<ul style="list-style-type: none"> <li>● Monitor mentoring plan progress. (Both have joint responsibilities to monitor the mentoring plan progress throughout the 12-month period.)</li> </ul>	
<b>NLTP Administrator</b>	<ul style="list-style-type: none"> <li>● Monitors mentoring plan progress. (NLTP may contact either or both mentor/new lawyer to monitor mentoring plan status.)</li> </ul>	
<b>Mentor</b>	<ul style="list-style-type: none"> <li>● Certifies status of completion of mentoring component. (Mentor has sole responsibility to certify to NLTP whether or not new lawyer satisfactorily completes mentoring plan. <i>See Appendix of Forms for Certification Form</i>).</li> </ul>	
<b>NLTP Administrator</b>	<ul style="list-style-type: none"> <li>● Reports to MCLE satisfaction of NLTP and the NLTP seminar. Provides Certificate of Program Compliance for new lawyers who complete the mentoring program.</li> </ul>	
<b>New Lawyer</b>	<ul style="list-style-type: none"> <li>● Exits New Lawyer Training Program and is subject to Utah Board of Continuing Legal Education rules and regulations governing remaining CLE requirements. Considers serving as mentor upon attaining 7-year anniversary of admission to practice law in Utah.</li> </ul>	