

# THE STATE BAR OF GEORGIA

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COMMISSION ON CONTINUING LAWYER COMPETENCY

# GROUP MENTORING MANUAL

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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.

# Group Mentoring Manual

Compiled by  
Transition Into Law Practice Program  
(Revised 02/09)

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**ADA COMPLIANCE NOTICE:**  
If you prefer to receive printed materials in an alternative format,  
please contact the ADA Coordinator at: (404) 527-8700 or (800) 334-6865

# **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 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 contains a discussion of the benefits of Inactive Status at:

<http://www.gabar.org/faqs/#13>.

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 at:

[http://www.gabar.org/programs/transition\\_into\\_law\\_practice\\_program/beginning\\_lawyers/](http://www.gabar.org/programs/transition_into_law_practice_program/beginning_lawyers/)

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 at:

[http://www.gabar.org/programs/transition\\_into\\_law\\_practice\\_program/beginning\\_lawyers/](http://www.gabar.org/programs/transition_into_law_practice_program/beginning_lawyers/)

# **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, a Public Defender, 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 for 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.

## **POINTS OF CONTACT:**

- **For Questions About TILPP CLE Component**

**Institute of Continuing Legal Education In Georgia (ICLE):  
P.O. Box 1885  
248 Prince Avenue  
Athens, Georgia 30603**

**Phone: 800.422.0893 (Toll Free)  
Fax: 706.369.5899  
Email: [icle@iclega.org](mailto:icle@iclega.org)  
Website: [www.iclega.org](http://www.iclega.org)**

- **For Questions About TILPP Mentoring Component**

**State Bar of Georgia Transition Into Law Practice Program:**

**State Bar of Georgia  
104 Marietta Street, NW  
Suite 100  
Atlanta, Georgia 30303**

**Phone: 404.527.8704  
Fax: 404.225.5041  
Email: [tilpp@gabar.org](mailto:tilpp@gabar.org)  
Website: [www.gabar.org](http://www.gabar.org)**

# **Group Mentoring Manual**

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## **COMPLIANCE**

### **NOTICE**

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A Quick Program Overview

For Your Information

## COMPLIANCE NOTICE

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 (Regulation (1)(C)(i) to State Bar Rule 8-104 (B)):** You must attend mandatory CLE activities. The exact activities depend upon your practice setting. Prosecutors or Solicitors should contact their supervisor or the Prosecuting Attorneys Council of Georgia for applicable CLE activities; Public Defenders should contact their supervisor or the Georgia Public Defender Standards Council for applicable CLE activities. All other Program participants should contact the Institute for Continuing Legal Education (“ICLE”) at [www.iclega.org](http://www.iclega.org) or 1.800.422.0893 for dates and times of applicable CLE activities.
2. **Mentoring Component (Regulation (1)(C)(ii) to State Bar Rule 8-104 (B)):** 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). Prosecutors or Solicitors do **not** participate in Group Mentoring activities and should contact their supervisor or the Prosecuting Attorneys Council of Georgia for applicable CLE activities; Public Defenders do **not** participate in Group Mentoring activities and should contact their supervisor or the Georgia Public Defender Standards Council for applicable CLE activities.
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:** You will be notified via first class mail and/or via email of Group Mentoring Events. Notices will be forwarded to the mailing addresses (whether mailing address or email address) you have on file with the State Bar of Georgia. (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 this Program satisfies your mandatory CLE requirements for the calendar year of your admission and the next succeeding calendar year. (State Bar Rule 8-104 (B)(1)).**

# **Group Mentoring Manual**

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# **MANDATORY ADVOCACY EXPERIENCES**

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State Bar Rule 8 – 104 (D)

&

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

## **MANDATORY ADVOCACY EXPERIENCES**

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

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 using the "honor system" as a part of your written mentoring plan. See the "Mandatory Advocacy Experiences" section of the Model Mentoring Plan.

Recall that up to three (3) of the five (5) experiences can be attained while in law school. The other two (2) experiences can be tailored to your practice setting.

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

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

Download the "Handbook on Mandatory Advocacy Experiences" from the following link:  
[http://www.gabar.org/programs/transition\\_into\\_law\\_practice\\_program/beginning\\_lawyers/](http://www.gabar.org/programs/transition_into_law_practice_program/beginning_lawyers/)

# **Group Mentoring Manual**

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# **GROUP MENTORING TIMELINE**

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A Summary Of The  
Sequence Of Events

## GROUP MENTORING TIMELINE

<b>WHO</b>	<b>WHAT</b>	<b>NOTES</b>
Beginning Lawyer	1. Receives “pass letter” and certificate of eligibility for admission to practice from Office of Bar Admissions.	
Judge	2. Administers oath of admission to practice law in Georgia to Beginning Lawyer.	
State Bar of Georgia	3. Provides TILPP enrollment information to Beginning Lawyer.	
Beginning Lawyer	4. Submits State Bar registration form and TILPP enrollment form to State Bar of Georgia.	
Program Director	5. Assigns Beginning Lawyer to Group Mentoring and forwards Compliance Notice to Beginning Lawyer.	
ICLE of Georgia	6. Forwards notices of Group Mentoring events to Beginning Lawyer at intervals throughout the twelve (12) month mentoring period.	
Beginning Lawyer	7. Satisfies CLE component by attending required CLE course.	
Program Director	8. If Beginning Lawyer attends required number of Group Mentoring activities, certifies completion of Mentoring Component.	
Program Director	9. Checks Beginning Lawyer’s CLE transcript for compliance with CLE component.	
	10. Provides Certificate of Program Compliance for	

	Beginning Lawyers who complete both CLE and Mentoring components.	
Beginning Lawyer	<p>11. Exits Transition Into Law Practice Program and is subject to CLE Rules &amp; Regulations governing all other State Bar of Georgia members, unless exempted.</p> <p>12. Considers serving as Mentor upon attaining 5-year anniversary of admission to practice law in Georgia!</p>	

# **Group Mentoring Manual**

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# **Frequently Asked Questions and Answers**

For  
Beginning Lawyers  
In Group Mentoring

# FREQUENTLY ASKED QUESTIONS AND ANSWERS

## PROGRAM GOAL – ENROLLMENT – RESPONSIBILITIES

1. ***I am not currently practicing law – 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. Information about the benefits of taking “INACTIVE” status is available on the State Bar of Georgia website at: <http://www.gabar.org/faqs/#13>

2. ***I only practice law part-time. Why am I required to participate in Group Mentoring activities of the Transition Into Law Practice Program?***

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)).

3. ***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 transition 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); (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.

The Program Director only assists Beginning Lawyers who are sole practitioners in locating Outside Mentors.

4. ***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 from the following link on the State Bar of Georgia website:

[http://www.gabar.org/programs/transition\\_into\\_law\\_practice\\_program/volunteer\\_to\\_serve\\_as\\_a\\_mentor/](http://www.gabar.org/programs/transition_into_law_practice_program/volunteer_to_serve_as_a_mentor/)

**5. *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.

**6. *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](mailto:tilpp@gabar.org).

**7. *What are the Beginning Lawyer’s Responsibilities?***

- A. To satisfactorily complete the Program’s **Mentoring Component** by:
- devoting the time required for this mandatory Program;
  - satisfactorily completing Group Mentoring activities; and,

- B. To satisfactorily complete the Program’s **CLE Component**.

**8. *How Do I Comply With The Mentoring Component?***

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.

**9. *When Are The Group Mentoring Activities?***

Advance notices of Group Mentoring activities, which occur throughout the year, 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).

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

Attend a Group Mentoring event on an alternate date, or arrange to view a video replay of a Group Mentoring event by contacting ICLE of Georgia at 1.800.422.0893.

**11. *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.

**12. *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 satisfies TILPP's CLE component.

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

Group Mentoring is a part of TILPP, which is the CLE requirement for Georgia's Beginning Lawyers, and 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.

## **CLE ISSUES**

**14. *Where can Beginning Lawyers find out the dates, times and locations of the required CLE programs?***

Access dates, times, locations of programs at [www.iclega.org](http://www.iclega.org) or by calling ICLE at 1-800-422-0893.

# THE MODEL MENTORING PLAN

(See Appendix of Forms in this Manual for a copy of the Model Mentoring Plan)

## 15. *What is the Model Plan of Mentoring Activities and Experiences?*

The intent of the Program is to create a synergy between the CLE component and the mentoring component. A Model Plan of Mentoring Activities and Experiences is provided for Beginning Lawyers in Group Mentoring.

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 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:
  - (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 Group Mentor-Beginning Lawyer relationship.

**16. *How are Group Mentoring Activities monitored?***

The Program Director monitors the Beginning Lawyer's compliance with Group Mentoring activities.

## **CERTIFYING COMPLETION OF THE PROGRAM**

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

The Program Director.

**18. *What happens if the Beginning Lawyer does not complete the Mentoring Plan in the required time period?***

The penalty for failure to complete the Mentoring Plan will be to complete a Rehabilitation Plan approved by the Program Director, the Standards of the Profession Committee, and the Commission on Continuing Lawyer Competency.

## **ADMINISTRATIVE ISSUES**

**19. *How is the Program 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. 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 the program.

**20. *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.

**21. *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.

**NOTES:**

# **Group Mentoring Manual**

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## **10 Years in the Making**

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A brief timeline showing the development of the  
Transition Into Law Practice Program.

## **TRANSITION INTO LAW PRACTICE PROGRAM TIMELINE - 10 YEARS IN THE MAKING**

### **1996**

State Bar of Georgia creates Standards of the Profession Committee with charge to investigate and report to 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**

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**

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.

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**

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.

Standards of the Profession Committee prepares Implementation Plan.

Board of Governors approves Implementation Plan.

### **2005**

Supreme Court of Georgia approves Implementation Plan calling for 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**

# **Group Mentoring Manual**

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## **APPENDIX OF FORMS**

For  
Beginning Lawyers

# **Group Mentoring Manual**

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# **MODEL MENTORING PLAN**

**Access an editable copy of the Model Mentoring Plan at:  
[www.gabar.org/programs/transition\\_into\\_law\\_practice\\_program](http://www.gabar.org/programs/transition_into_law_practice_program)**



## TRANSITION INTO LAW PRACTICE PROGRAM

Douglas Ashworth, Director

John T. Marshall, Chair  
Standards of the Profession Committee

### MODEL MENTORING PLAN

We, the undersigned Mentor (“Mentor”) and Beginning Lawyer (“Lawyer”) agree upon this Mentoring Plan detailing activities and experiences related to our participation in the Transition Into Law Practice Program.

We pledge that we will use our best efforts to carry out this Mentoring Plan in a manner that fulfills the purpose of the Transition Into Law Practice Program in assisting the Lawyer to acquire the practical skills, judgment and professional values to practice law in a highly competent manner. We pledge that we will devote the time and effort necessary to achieve these goals.

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Print Name of Mentor & Bar No.

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Mentor Signature Date

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Print Name of Beginning Lawyer & Bar No.

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Beginning Lawyer Signature Date

**NOTE: This Model Plan is a guide. Mentor and Beginning Lawyer may utilize this Model Plan with no changes, or they may individualize this Model Plan to fit the practice setting of the Beginning Lawyer.**

## Transition Into Law Practice Program - Model Mentoring Plan

\_\_\_\_\_, Beginning Lawyer  
\_\_\_\_\_, Mentor

### **MODEL MENTORING PLAN OF ACTIVITIES AND EXPERIENCES**

The following activities and experiences are intended to serve as a guide to assist the Mentor and Beginning Lawyer in jointly developing a specific plan of activities to be completed over the course of the twelve (12) months of mentoring. The particular Mentoring Plan should incorporate as many of these activities and experiences as feasible while being adjusted to the particular practice setting and individual needs.

At the end of the mentoring year, the Mentoring Plan will serve as the Mentor's evaluative tool to determine if the Beginning Lawyer has satisfactorily completed the mentoring program. A Mentor whose area of practice is other than litigation and trial work may choose to call on another experienced lawyer who practices in this area to assist in mentoring the Beginning Lawyer in the area of the Advocacy Experiences Requirement. (Section E herein)

A cornerstone of the Program is linkage of the Mentoring component with the CLE component. The terms "Working with Your Client" (Section D.1. herein) "Acting For Your Client" (Section H.1. herein) and "Negotiating For Your Client" (Section I.1. herein) refer to topical areas which may be covered in ICLE facilitated seminars.

# Transition Into Law Practice Program - Model Mentoring Plan

\_\_\_\_\_, Beginning Lawyer  
\_\_\_\_\_, Mentor

## ACTIVITY OR EXPERIENCE

## DATE COMPLETED

### A. Introduction to the Legal Community

1. The Mentor should contact the Beginning Lawyer as soon as practicable after receipt of the notice of assignment and arrange to meet at the Mentor's office to get acquainted. At that time or another, the Mentor should introduce the Beginning Lawyer to other lawyers and staff members at the Mentor's office or, in the case of in-firm mentoring; ascertain that such introductions have already occurred. \_\_\_\_\_
2. Invite the Beginning Lawyer to attend a meeting of the local bar association and discuss local, state and national bar association opportunities. \_\_\_\_\_
3. Introduce, as feasible, the Beginning Lawyer to other lawyers in the community through attendance at local bar association meetings or otherwise. \_\_\_\_\_
4. Escort the Beginning Lawyer on a tour of the local courthouse(s) and, to the extent practicable, introduce him or her to members of the judiciary, court personnel and clerks of court. \_\_\_\_\_
5. Discuss any "unwritten" customary rules of civility or etiquette among lawyers and judges in the community. \_\_\_\_\_
6. Acquaint the Beginning Lawyer with Legal Aid, Georgia Legal Services, and opportunities for lawyers in private practice to engage in pro bono activities. \_\_\_\_\_

### B. Introduction to the Community at Large

1. Invite the Beginning Lawyer to attend a civic club of which the Mentor is a member or some other community service activity in which the Mentor participates. \_\_\_\_\_
2. Discuss civic, charitable, and service opportunities in the community. \_\_\_\_\_



# Transition Into Law Practice Program - Model Mentoring Plan

\_\_\_\_\_, Beginning Lawyer  
\_\_\_\_\_, Mentor

## D. Working With Your Client

**DATE  
COMPLETED**

1. Discuss Topical questions and cover items of practical guidance learned from the continuing legal education ("CLE") programs attended, if applicable, including responsibilities of the attorney and the client in decision making. \_\_\_\_\_
2. Discuss how to gather information about a legal matter and appraise credibility and trust. \_\_\_\_\_
3. Discuss how to screen for, recognize and avoid conflicts of interest. \_\_\_\_\_
4. Discuss how to decide whether to accept a proffered representation. \_\_\_\_\_
5. Discuss the use of retainer or engagement letters and defining the scope of the representation. \_\_\_\_\_
6. Discuss how to talk about and set the fee for legal services. \_\_\_\_\_
7. Discuss how to deal with a "difficult" client. \_\_\_\_\_
8. Discuss "DO's and DON'TS" of maintaining good ongoing client relations, such as returning telephone calls and keeping client informed about matters. \_\_\_\_\_
9. Discuss terminating the lawyer-client relationship and necessary documentation. \_\_\_\_\_
10. \*Participate in or observe at least one client interview or client counseling session.\* \_\_\_\_\_

**\* For Inside Mentors and Beginning Lawyers only.**

## Transition Into Law Practice Program - Model Mentoring Plan

\_\_\_\_\_, Beginning Lawyer  
\_\_\_\_\_, Mentor

### E. Mandatory Advocacy Experiences

Mandatory Advocacy Experiences are required for certain Beginning Lawyers.

State Bar Rule 8-104(D) provides:

***“Prior to appearing 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, any newly admitted active member admitted to practice after June 30, 2005, shall complete the mandatory Advocacy Experiences of the Transition Into Law Practice Program . . . .”***

Regulation (5) following State Bar Rule 8-104(D) provides:

***“(5) For participants in the Transition Into Law Practice Program who wish to 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 mentors and beginning lawyers shall devise five (5) Mandatory Advocacy Experiences tailored to the practices of the beginning lawyers. “***

***The following are examples:***

- i. An actual or simulated deposition of a witness or adverse party in a civil action;***
- ii. An actual or simulated jury trial in a civil or criminal case in either a state or federal court;***
- iii. An actual or simulated nonjury trial or evidentiary hearing in a state or federal court;***
- iv. An actual or webcast of an appellate argument in the Supreme Court of Georgia, the Court of Appeals of Georgia, or a United States Circuit Court of Appeals; and***
- v. An actual or simulated mediation.***

***Other advocacy experiences may be selected by Mentors to comply with Rule 8-104(D).”***

# Transition Into Law Practice Program - Model Mentoring Plan

\_\_\_\_\_, Beginning Lawyer  
\_\_\_\_\_, Mentor

For Beginning Lawyers subject to the mandatory Advocacy Experiences requirement, the Mentor should monitor and facilitate the progress of the Beginning Lawyer in observing five (5) Advocacy Experiences and by discussing, or arranging for another experienced lawyer to discuss, the context and assess the event observed. The five (5) experiences should be tailored to the Beginning Lawyers practice area.

**REMINDER: Up to three (3) of the five (5) mandatory Advocacy Experiences may be obtained prior to admission to practice, under certain conditions. See Rule 8-104(D).**

## LIST MANDATORY ADVOCACY EXPERIENCES:

	<b>DATE COMPLETED</b>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

# Transition Into Law Practice Program - Model Mentoring Plan

\_\_\_\_\_, Beginning Lawyer  
\_\_\_\_\_, Mentor

## F. Optional Advocacy Experiences

**DATE  
COMPLETED**

Arrange for the Beginning Lawyer to observe an actual or simulated arbitration and discuss or arrange for an experienced lawyer to discuss the arbitration observed, provide relevant background context and evaluate what is observed.

\_\_\_\_\_

Arrange for the Beginning Lawyer to observe a judicial-type hearing conducted by a state or local administrative body (e.g., local zoning board; tax equalization board hearing; state licensing or regulatory board) and provide relevant background context and evaluate what is observed.

\_\_\_\_\_

## G. Closing and Transactional Work

Arrange for Beginning Lawyer to observe a real estate or other business transaction or financial closing and explain relevant background.

\_\_\_\_\_

# Transition Into Law Practice Program - Model Mentoring Plan

\_\_\_\_\_, Beginning Lawyer  
\_\_\_\_\_, Mentor

## H. The Obligations of Attorneys to Others

**DATE  
COMPLETED**

11. Discuss Topical questions and cover items of practical guidance learned from the continuing legal education ("CLE") programs attended, if applicable.
12. Discuss "A Lawyer's Creed" (see below) and how one as a lawyer can use the law and legal process as "instruments for the common good."

\_\_\_\_\_  
\_\_\_\_\_

### A LAWYER'S CREED

**To my clients**, I offer faithfulness, competence, diligence, and good judgment. I will strive to represent you as I would want to be represented and to be worthy of your trust.

**To the opposing parties and their counsel**, I offer fairness, integrity, and civility. I will seek reconciliation and, if we fail, I will strive to make our dispute a dignified one.

**To the courts**, and other tribunals, and to those who assist them, I offer respect, candor, and courtesy. I will strive to do honor to the search for justice.

**To my colleagues in the practice of law**, I offer concern for your welfare. I will strive to make our association a professional friendship.

**To the profession**, I offer assistance. I will strive to keep our business a profession and our profession a calling in the spirit of public service.

**To the public** and our systems of justice, I offer service. I will strive to improve the law and our legal system, to make the law and our legal system available to all, and to seek the common good through the representation of my clients.

# Transition Into Law Practice Program - Model Mentoring Plan

\_\_\_\_\_, Beginning Lawyer  
\_\_\_\_\_, Mentor

## I. Negotiation

### DATE COMPLETED

1. Discuss Topical questions and cover items of practical guidance learned from the continuing legal education ("CLE") programs attended, if applicable, including responsibilities of the attorney and the client in decision, if applicable, such as:
  - (a) How to prepare for the negotiation of a legal matter (e.g., release of a personal injury claim, lease agreement, etc.)
  - (b) When and how negotiation should be initiated
  - (c) How to involve the client in negotiation
  - (d) How to negotiate with an attorney with years of experience, a friend, etc.
  - (e) Ethical and professionalism obligations of negotiators
  - (f) Skills needed to be an effective negotiator and how to acquire them
2. Arrange for Beginning Lawyer to observe an actual or simulated negotiation and explain relevant background context and then evaluate what is observed.

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## END OF MODEL MENTORING PLAN

Model Mentoring Plan compiled by:

State Bar of Georgia  
Transition Into Law Practice Program  
104 Marietta Street, NW – Suite 100  
Atlanta, Georgia 30303  
tilpp@gabar.org

# **Group Mentoring Manual**

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## **MIGRATION FORM**

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Used Only If Reassignment  
To New Proposed Mentor Is Requested

Beginning Lawyer Completes Form  
And  
Submits To Program Director



# MIGRATION FORM

BEGINNING LAWYER MUST  
COMPLETE AND RETURN THIS FORM TO:  
STATE BAR OF GEORGIA  
TRANSITION INTO LAW PRACTICE PROGRAM ("TILPP")  
104 Marietta Street, NW – Suite 100  
Atlanta, Georgia 30303



**• 1 – BEGINNING LAWYER INFORMATION (*Initial and complete "A" and "B"*)**

**Initial**

\_\_\_\_\_ A. MY NAME IS: (*Print or Type*) \_\_\_\_\_

\_\_\_\_\_ B. MY GEORGIA BAR NUMBER IS: \_\_\_\_\_

\_\_\_\_\_ C. MY EMAIL ADDRESS IS: \_\_\_\_\_

(Note: Receipt of this form will be provided via email at the address you provide above).

**• 2 – PREVIOUS MENTOR INFORMATION (*Initial "A" and "B" and complete, OR initial "C"*)**

\_\_\_\_\_ A. MY PREVIOUS MENTOR'S NAME IS: (*Print or Type*) \_\_\_\_\_

\_\_\_\_\_ B. MY PREVIOUS MENTOR'S GA BAR NUMBER IS: \_\_\_\_\_

-- OR --

\_\_\_\_\_ C. I WAS IN GROUP MENTORING AND WAS NOT ASSIGNED TO AN INDIVIDUAL MENTOR

**• 3 – NEW MENTOR NOMINEE INFORMATION (*Initial "A" and "B" and complete*)**

\_\_\_\_\_ A. I WISH TO NOMINATE THE FOLLOWING INDIVIDUAL TO SERVE AS MY NEW MENTOR:  
(*Print or Type NEW MENTOR NOMINEE'S NAME*) \_\_\_\_\_

\_\_\_\_\_ B. MY NEW MENTOR NOMINEE'S GA BAR NUMBER IS: \_\_\_\_\_

**NOTE: THIS IS PAGE ONE (1) OF  
A TWO (2) PAGE FORM**

**NOTE: THIS IS PAGE TWO (2) OF  
A TWO (2) PAGE FORM**

**• 4 – MENTOR VOLUNTEER FORM (Initial “A” or “B” and attach document, as applicable)**

\_\_\_\_\_ A. MY NEW MENTOR NOMINEE HAS ALREADY SUBMITTED A VOLUNTEER FORM  
(You do not have to attach a copy of the volunteer form)

-- OR --

\_\_\_\_\_ B. MY NEW MENTOR NOMINEE'S ORIGINAL VOLUNTEER FORM IS ATTACHED  
(Attach the original notarized form, not a copy. The form may be found at:  
[www.gabar.org/programs/transition\\_into\\_law\\_practice\\_program](http://www.gabar.org/programs/transition_into_law_practice_program))

**• 5 – CERTIFICATION BY BEGINNING LAWYER (Must be signed – NOTARY IS NOT REQUIRED)**

**I HEREBY CERTIFY** that the above information is correct and complete and I hereby request reassignment from my previous Mentor (or Group Mentoring) to my new Mentor Nominee. I understand that the TILPP Director must approve this request. I certify that I will disclose to my new Mentor Nominee the status of my completion of TILPP's Mentoring component requirements, including but not limited to, providing my new Mentor Nominee a copy of my written mentoring plan (if applicable) or such other documents as they may require.

Sign and Date: \_\_\_\_\_

Your original signature is required; this form cannot be submitted electronically or via fax.

Has Your Address Changed? State Bar Rule 1-207 Requires Members To Keep Current Address Information On File. To Change Your Address, Log Onto: [www.gabar.org/member\\_essentials/address\\_change](http://www.gabar.org/member_essentials/address_change).

**Do not submit this form until you have completed all items and attached all pertinent documents. Incomplete or incorrect submissions will be returned.**