

# INSIDE MENTORING MANUAL

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RESOURCES FOR BEGINNING LAWYERS  
IN INSIDE 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.

**IF YOU QUALIFY FOR ASSISTANCE UNDER THE  
AMERICANS WITH DISABILITIES ACT,  
PLEASE CALL 404-526-8627 FOR ASSISTANCE.**

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Compiled by  
Transition Into Law Practice Program  
(Revised 10.2017)

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## WHAT IF YOU CHANGE JOBS?

### Your Practice Setting Determines Your Mentoring Status

If your employment status changes, your Mentoring status also changes. Administratively, TILPP 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 currently in Inside Mentoring and you obtain a job with another law firm or legal organization, you will remain in Inside Mentoring, but you need to be reassigned to another Inside Mentoring and also submit the Migration Form reflecting the change in Mentoring assignment.

If you are in Inside 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 TILPP Director. See the Outside Mentoring Manual for more details at: [https://www.gabar.org/membership/tilpp/upload/OM\\_Manual1.pdf](https://www.gabar.org/membership/tilpp/upload/OM_Manual1.pdf).

If you are currently in Inside Mentoring and your employment status changes so that you are no longer 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/aboutthebar/faq/faqs.cfm?filter=Membership>.

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## POINTS OF CONTACT

### SEMINAR REGISTRATION QUESTIONS

Institute of Continuing Legal Education In Georgia (ICLE):

P.O. Box 117210

Athens, Georgia 30603

**Phone:** 678.529.6688

**Email:** [icle@iclega.org](mailto:icle@iclega.org)

**Website:** [www.iclega.org](http://www.iclega.org)

### CLE TRANSCRIPT, REPORTING AND HOUR VERIFICATION

State Bar of Georgia Continue Legal Education (CLE) Department

104 Marietta Street, NW, Suite 100

Atlanta, GA 30303

**Phone:** 404-527-8710

**Fax:** 404-527-8717

**Email:** [cle@gabar.org](mailto:cle@gabar.org)

**Website:** [www.gabar.org](http://www.gabar.org) (log on to view your CLE report)

### TILPP MENTORING AND CLE COMPONENT QUESTIONS

State Bar of Georgia, Transition Into Law Practice Program

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)

COMPLIANCE NOTICE  
&  
COMPLIANCE  
DEADLINE

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A QUICK PROGRAM OVERVIEW FOR YOUR INFORMATION

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## **COMPLIANCE NOTICE FOR BEGINNING LAWYERS**

Congratulations upon your admission to practice law in Georgia (or if applicable, completion of your judicial clerkship or your change from “Inactive” to “Active” status). Compliance with the mandatory Transition Into Law Practice Program (“Program”) consists of two (2) components: a continuing legal education (“CLE”) component and a mentoring component. Successful completion satisfies your mandatory CLE requirements for this calendar year and the next succeeding calendar year. (State Bar Rule 8-104 (B)(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 678.529.6688.

**Mentoring Component (State Bar Rule 8-104 (B), Regulation (1)(C)(ii)):** You must: (1) have a Mentor for a twelve (12) month period (mentoring periods occur from January 1<sup>st</sup> through December 31<sup>st</sup>; or from July 1<sup>st</sup> through June 30<sup>th</sup>); and, (2) satisfactorily complete, during your mentoring period, a written Mentoring Plan of Activities and Experiences which has been approved by both your Mentor and by the TILPP Director. To assist you in complying with the mentoring component, this Manual contains a Compliance Checklist in the Appendix of Forms.

## **COMPLIANCE DEADLINE**

**Ninety (90) Day Compliance Deadline:** Compliance is **MANDATORY**. You must complete **all enrollment** requirements within **ninety (90) days** from the date of your registration with the State Bar of Georgia (or if applicable, the completion of your judicial clerkship, when you once again reside in the State or Georgia, begin representing Georgia clients, or upon the effective date of your change from “Inactive” to “Active” status). (State Bar Rule 8-104 (B)(1)(a)).

**What You Should Do Now:** Complete and submit the [Compliance Checklist](#), the [Mentor Volunteer Form](#), and the [Model Mentoring Plan](#) if applicable. This Manual contains answers to frequently asked questions to assist you in completing the enrollment process.

MANDATORY  
ADVOCACY  
EXPERIENCES

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(OBSERVATIONS)

*State Bar Rule 8-104(D)*

&

*Regulation (5) to State Bar Rule 8-104(D)*

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

Beginning Lawyers in Inside Mentoring utilize the Model Mentoring Plan (See Model Mentoring Plan in Appendix of Forms of this Manual). Mandatory Advocacy Experience reporting is done by completing and submitting section E of the Model Mentoring Plan in the appendix of this manual. See the "Mandatory Advocacy Experiences" section of the Model Mentoring Plan. Please remember 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. State Bar Rule 8-104(D), Regulation (1).

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

Refer to the Model Mentoring Plan Section E in the Inside Mentoring Manual found in the Appendix of forms located at the end of this manual.

## **PLEASE NOTE - TILPP MAE POLICY:**

**TILPP requires completion of the MAEs by all Beginning Lawyers, even if you are not currently appearing in court.** The language of MAEs being completed before appearing as sole and lead counsel is a benchmark, so that attorneys who do plan to appear in court immediately upon the start of their practice without any in-court experience have a gauge as to how soon they should complete the MAES. ***It is not meant to provide exclusion to those who do not plan to appear as sole or lead counsel.*** You are allowed to provide three (3) experiences from law school. If you are able to attend the remaining two (2) observations in person, you are allowed to watch oral arguments from the Georgia Supreme Court website. You are also allowed to observe other experiences relative to your practice setting such as mediation, real estate closing transactions, contract negotiations, etc. *Please ensure that you experience involves an actual observation and not an experience in which you are solely participating.* **TILPP encourages you to use these observations as an opportunity to meet more experienced attorneys and judges.**

# INSIDE MENTORING TIMELINE

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A SUMMARY OF THE SEQUENCE OF EVENTS

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WHO	WHAT	NOTES
Beginning Lawyer	Receives “pass letter” and certificate of eligibility for admission to practice from Office of Bar Admissions.	
Judge	Administers oath of admission to practice law in Georgia to Beginning Lawyer.	
State Bar of Georgia	Provides TILPP enrollment information to Beginning Lawyer.	
Beginning Lawyer’s Employer	Designates Inside Mentor Volunteer for Beginning Lawyer.	
Beginning Lawyer	<ul style="list-style-type: none"> <li>• Nominates Inside Mentor on TILPP Enrollment Form.</li> <li>• Submits State Bar registration form and TILPP Enrollment Form to State Bar of Georgia.</li> </ul>	
Program Director	Forwards Compliance Notice to Beginning Lawyer.	
Mentor Volunteer	Completes Mentor Volunteer Form (see Appendix of Forms) and submits to Program Director.	
Program Director	<ul style="list-style-type: none"> <li>• Screens Mentor Volunteer for minimum qualifications.</li> <li>• Forwards qualified Volunteer’s name to Georgia Supreme Court for appointment consideration.</li> </ul>	
Georgia Supreme Court	<ul style="list-style-type: none"> <li>• Considers qualifications and, if satisfactory, appoints Mentor for one (1) year term (terms begin either January 1<sup>st</sup> or July 1<sup>st</sup>).</li> </ul>	
Program Director	<ul style="list-style-type: none"> <li>• Forwards Georgia Supreme Court appointment certificate to Mentor.</li> <li>• Confirms assignment of Mentor to Beginning Lawyer.</li> </ul>	
Beginning Lawyer	Initiates contact with Mentor to begin mentoring activities (does not wait for confirmation of assignment of Mentor). It is Beginning Lawyer’s responsibility to initiate contact and begin process.	
Mentor and Beginning Lawyer	Convene initial meeting. Use the Initial Meeting Guide in this Manual and the Compliance Checklist to set a timetable for devising a written Mentoring Plan and assembling all pertinent documents for submission to Program Director (see Model Mentoring Plan in Appendix of Forms).	
Beginning Lawyer	Submits Compliance Checklist, Mentor Volunteer Form, and Model Mentoring Plan (if applicable) within 90-days of admission to bar.	
Program Director	Acknowledges receipt of materials; certifies whether or not Model Mentoring Plan meets minimum guidelines.	
Beginning Lawyer	<ul style="list-style-type: none"> <li>• Attends Beginning Lawyer Program.</li> <li>• Satisfies CLE component by attending appropriate CLE course(s).</li> </ul>	

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Mentor	Attends Mentor Orientation CLE program (optional).	
Mentor and Beginning Lawyer	Monitor Mentoring Plan progress. (Both have joint responsibilities to monitor the Mentoring Plan progress throughout the 12-month period.)	
Program Director	Monitors Mentoring Plan progress. (Program Director may contact Mentor, Beginning Lawyer, or both, to monitor status.	
Beginning Lawyer	<ul style="list-style-type: none"> <li>• Submits Completed Mentoring Plan and Mentoring Completion Certificate.</li> <li>• Exits Transition Into Law Practice Program and is subject to CLE Rules &amp; Regulations governing all other State Bar of Georgia members, unless exempted.</li> <li>• Considers serving as Mentor upon attaining 5-year anniversary of admission to practice law in Georgia!</li> </ul>	

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WHAT	INSIDE MENTOR	BEGINNING LAWYER
Come prepared.	Learn what you can about your Beginning Lawyer prior to your initial meeting.	Learn what you can about your Mentor prior to your initial meeting.
Tell Mentor's career story.	Tell a brief career story, including a description of your mentors and their lessons. If you lacked mentors, describe how it impacted your career.	<ul style="list-style-type: none"> <li>• Listen.</li> <li>• Ask questions.</li> </ul>
Discuss Beginning Lawyer's needs.	<ul style="list-style-type: none"> <li>• Listen.</li> <li>• Ask questions.</li> </ul>	Explain your career goals, including practice areas of interest to you.
Review go-day Compliance Deadline.	Explain—clearly—that the Beginning Lawyer must complete the enrollment process by go-day Compliance Deadline. Make sure Beginning Lawyer understands.	Acknowledge your understanding of the go-day Compliance Deadline and what is required.
Review the Compliance Checklist.	Submit a Mentor Volunteer Form (required of all Mentors for each Beginning Lawyer, regardless of prior status as a Mentor).	Review the Compliance Checklist in advance. Assemble all pertinent documents, including Mentor Volunteer Form and Model Mentoring Plan (if applicable).
Determine if your firm or organization has a Master Mentoring Plan on file (see next item below if none).	Confirm that the existence of a Master Mentoring Plan for your firm or organization removes the need for your Beginning Lawyer to prepare and submit a written plan individually.	Complete the applicable item on the Compliance Checklist accordingly.
Review the Model Mentoring Plan (see Appendix of Forms).	Explain that the Model Plan is a guide. It can be, and should be, adjusted for Beginning Lawyer's practice areas by substituting appropriate tasks. Explain that if the Model Mentoring Plan is not submitted by the go-day deadline, it must be used without adjustments.	Review the Model Mentoring Plan in advance. Be ready to discuss an individualized plan and acknowledge that an individualized plan must be submitted by the go-day deadline.
Determine compliance with Mandatory Advocacy Experiences.	Review State Bar Rule 8-104(D)(5) and Section E of the Model Mentoring Plan. Explain that the Mandatory Advocacy Experiences are required of all Beginning Lawyers and are observations, rather than events in which the Beginning Lawyer participates.	Review State Bar Rule 8-104(D)(5) and Section E of the Model Mentoring Plan. Discuss how to comply with this requirement by observing events which are pertinent to your practice area.

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Set timetable for submitting Compliance Checklist and applicable materials.	Determine Beginning Lawyer's 90-day Compliance Deadline for finalizing all items on Compliance Checklist and submitting all pertinent materials to Program Director.	Determine your 90-day Compliance Deadline (90 days from admission to the bar). Assume responsibility for preparing, assembling and submitting Compliance Checklist, Mentor Volunteer Form, and Model Mentoring Plan (if applicable).
Agree on meeting times and who will set them.	Inform Beginning Lawyer of your schedule, generally, including convenient vs. inconvenient times to call, <i>etc.</i>	Agree to organize your time so as to make efficient use of the mentoring meetings. Be considerate of your Mentor's work schedule.
Agree to be candid about any problems.	Explain that you will inform Beginning Lawyer if a problem arises in the mentoring relationship or if a desired result is not being obtained.	Explain that you will inform Mentor if a problem arises in the mentoring relationship or if a desired result is not being obtained.

FREQUENTLY ASKED  
QUESTIONS  
AND ANSWERS

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FOR BEGINNING LAWYERS IN INSIDE MENTORING

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## PROGRAM GOAL – ENROLLMENT – RESPONSIBILITIES

### **1. What is the goal of the Transition Into Law Practice Program (“TILPP”)?**

The goal of TILPP 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. To carry out this goal, TILPP will afford every Beginning Lawyer with meaningful access to an experienced lawyer equipped to teach the practical skills, seasoned judgment, and sensitivity to ethical and professionalism values that represent the best traditions and highest aspirations of the legal profession. TILPP is essentially an educational program that combines a Mentoring component with a Continuing Legal Education (CLE) component.

### **2. Does this Program 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 may satisfy the requirements of TILPP by participating for twelve months in an approved new lawyer mentoring program specially designed for the office or agency under policies and procedures established by the Standards of the Profession Committee and the Commission on Continuing Lawyer Competency.

### **3. How does a Beginning Lawyer enroll in Inside Mentoring?**

Beginning Lawyers do not 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.

### **4. What are the Beginning Lawyer’s responsibilities?**

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,
- completing the Mentoring Plan satisfactorily.

B. To complete TILPP’s CLE component satisfactorily.

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## CLE ISSUES

5. **Where can Beginning Lawyers in Outside Mentoring find out the dates, times and locations of the required CLE programs?**

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.

All Other Beginning Lawyers: Contact the **Institute of Continuing Legal Education In Georgia (ICLE)** at [icle@iclega.org](mailto:icle@iclega.org), [www.iclega.org](http://www.iclega.org), or 678.529.6688.

## MENTOR QUALIFICATIONS

6. **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).

See: <http://www.gabar.org/barrules/handbookdetail.cfm?what=rule&id=227>.

The qualifications of prospective Mentors are screened by the TILPP Director. The names of prospective Mentors satisfying minimum qualifications are forwarded to the Supreme Court of Georgia for consideration.

7. **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.

8. **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.

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## **9. What are the Mentor's responsibilities?**

The Mentor's responsibilities include:

- A. To devote the time required for meaningful mentoring;
- B. To guide and teach the Beginning Lawyer practical skills, seasoned judgments, and sensitivity to ethical and professionalism values;
- C. To devise jointly with the Beginning Lawyer a Mentoring Plan;
- D. To monitor the Beginning Lawyer's Plan progress; and,
- E. To certify, by the end of 12 months,) that the Plan was completed satisfactorily.

## MENTOR ORIENTATION OPPORTUNITIES

### **10. 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.

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

### **12. 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 678.529.6688.

## MANAGING THE MENTORING RELATIONSHIP

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

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**14. How much time is an Inside 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 TILPP does not specify the number or length of meetings.

**15. 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, State Bar of Georgia.

**16. 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.

**17. 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.

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

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

## SPECIAL PRACTICE SETTINGS & IN-HOUSE TRAINING PROGRAMS

**19. How does TILPP work for Beginning Lawyers working in prosecutors' offices, governmental agencies, public interest law settings, in-house positions, and other special practice settings?**

A lawyer who enters the practice of law as a federal, state, local or other governmental employee or in-house counsel may satisfy the requirements of TILPP by participating for twelve months in an approved new lawyer mentoring program specially designed for the office or agency under policies and procedures established by the Standards of the Profession Committee and the Commission on Continuing Lawyer Competency.

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- 20. 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 with, not duplicate, the Bar's Program. How do we weave our in-firm's training program in with the Bar's Program?**

The State Bar's Program is composed of both the Mentoring component and the CLE component that lays the groundwork for and supports the Mentoring component. Most Beginning Lawyers will be required to attend a new CLE programs created by ICLE: the Beginning Lawyers Program. (Note: Beginning Lawyers employed as prosecutors or public defenders will attend CLE programs designed by their respective statewide organizations).

The Mentoring component, based on the model Mentoring Plan takes place within the firm or office and is to be tailored to the particular practice setting. 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.

## CHANGING MENTORS

- 21. What happens if the Beginning Lawyer needs to change to a different Mentor?**

Administratively, TILPP 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: <https://www.gabar.org/membership/tilpp/upload/MigrationForm.pdf>.

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

## CHANGES IN THE MENTORING RELATIONSHIP

- 22. What happens if the Mentor becomes unavailable to serve?**

The Mentor shall inform the TILPP Director as soon as practicable. In the event the Inside Mentor is unable to do so, the Beginning Lawyer shall notify the TILPP Director of the situation.

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 will be made by the TILPP 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.

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## **23. How will TILPP deal with problems that arise in the mentoring relationship?**

For concerns about Program requirements or procedures in general, a Mentor or Beginning Lawyer should convey such concerns to the TILPP 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.

## THE MODEL MENTORING PLAN

## **24. 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: [https://www.gabar.org/membership/tilpp/upload/Model\\_Mentoring\\_Plan.pdf](https://www.gabar.org/membership/tilpp/upload/Model_Mentoring_Plan.pdf).

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 TILPP 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.

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- D. Specific planning for professional development and continuing legal education in and outside the firm.
- E. Periodic evaluation of the Mentor-Beginning Lawyer relationship.

## CERTIFYING COMPLETION OF TILPP

### 25. 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. State Bar Rule 8-104.

### 26. How does a Beginning Lawyer certify to the TILPP Director that they have completed TILPP satisfactorily?

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, it is up to them to 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 completion of your mentoring plan.

See: [https://www.gabar.org/membership/tilpp/upload/Mentoring\\_Completion\\_Certificate.pdf](https://www.gabar.org/membership/tilpp/upload/Mentoring_Completion_Certificate.pdf).

### 27. What happens if the Beginning Lawyer in Inside or Outside Mentoring does not complete TILPP in the required time period?

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

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## ADMINISTRATIVE ISSUES

**28. How is TILPP administered?**

TILPP 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?committeename=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.

**29. 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 TILPP 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.

**30. How long did it take to develop the “Transition Into Law Practice Program?”**

10 years. See “10 Years In The Making” in this Manual.

## NOTES:

# 10 YEARS IN THE MAKING

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A BRIEF TIMELINE SHOWING THE DEVELOPMENT  
OF THE TRANSITION INTO LAW PRACTICE PROGRAM.

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- 1996** State Bar of Georgia creates the Standards of the Profession Committee with charge to investigate and report to the 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** The 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** The 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.  
The 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** The 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.
- 2005** The Supreme Court of Georgia approves Implementation Plan calling for the mandatory Transition Into Law Practice Program to commence January 1, 2006.

***QUOTATION:***

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***Sometimes the struggle for something that is worthwhile makes it all the better, once you achieve it.***

**- Harry S. Truman**

# APPENDIX OF FORMS

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FOR BEGINNING LAWYERS

# INSIDE MENTORING MANUAL

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## **COMPLIANCE CHECKLIST**

Complete and submit this Checklist as your cover page for all applicable enrollment documents.

[https://www.gabar.org/membership/tilpp/upload/TILPP\\_Comp\\_Checklist.pdf](https://www.gabar.org/membership/tilpp/upload/TILPP_Comp_Checklist.pdf)

## **MENTOR VOLUNTEER FORM**

Use This Form to Volunteer to Serve as A Mentor

[https://www.gabar.org/membership/tilpp/upload/Mentor\\_Volunteer\\_Form.pdf](https://www.gabar.org/membership/tilpp/upload/Mentor_Volunteer_Form.pdf)

## **MODEL MENTORING PLAN**

[https://www.gabar.org/membership/tilpp/upload/Model\\_Mentoring\\_Plan.pdf](https://www.gabar.org/membership/tilpp/upload/Model_Mentoring_Plan.pdf)

## **MENTORING COMPLETION CERTIFICATE**

Complete and Submit This Certificate upon Completion of the Mentoring Plan

[https://www.gabar.org/membership/tilpp/upload/Mentoring\\_Completion\\_Certificate.pdf](https://www.gabar.org/membership/tilpp/upload/Mentoring_Completion_Certificate.pdf)

Migration Form

Use only for a job or Mentor change

<https://www.gabar.org/membership/tilpp/upload/MigrationForm.pdf>