

IDEAS FOR STATE CHAIRS AND LIAISONS TO USE IN THE ACTL
JUDICIAL INTERNSHIP PROGRAM¹

I. **Create a check list of things to do**

Before interacting with the SJI and the participating Judge:

- a. Outline discussion points for meeting with judge on how to customize a mentoring plan for the judge and for the ACTL Fellows based on the SJI's needs and the judge's interests
- b. Outline topics to discuss when first meeting the SJI with a goal to establish the best communication methods
- c. Prepare to learn the SJI's interests and devise questions to evoke the SJI's long-term career goals and anticipate ways to achieve them. Possible questions include:
 - What does the SJI see as his or her professional identity?
 - What does the SJI think he or she is good at?
 - What does the SJI like to do?
 - What concerns does the SJI have about work-life balance?
 - Does the SJI have any personal issues (including family issues of mental health, drug abuse or legal entanglements) that may affect his or her professional future?
- d. Identify a younger attorney who can function as a third member of the mentoring team to create a "triad" mentoring relationship with the SJI.

¹ Many of the ideas contained in this outline were provided by Ryann Peyton, Executive Director of the Denver Attorney Mentoring Program

- e. Develop a plan to introduce the SJI to others who can talk to the SJI about different practice areas, such as real estate, tax, corporate, trust & estates.
- II. Organize a social gathering of local ACTL Fellows to meet the SJI and the Mentoring Judge**
- a. invite other members of chambers to attend.
 - b. Create an informal meet and greet environment
 - c. Ask the mentoring judge to speak and ask the intern to speak about himself.
- III. Organize a program for the SJI (inviting other interns and law clerks) to hear about different career opportunities**
- a. Consider having a panel consisting of a prosecutor, a Federal Defender, an NGO, a large firm partner, small firm partner to discuss what they do and their career paths.
- IV. Review the SJI's resume**
- On a one-on-one basis:
- a. Suggest appropriate edits to the resume.
 - b. Strategize with SJI how to build the resume to get the offer s/he wants.
- V. Expose the SJI to other networking groups**
- a. Identify organized bar association or other attorney networking organizations that may be of interest to the SJI.

- b. Accompany the SJI to an event sponsored by that organization and introduce the SJI to other attorneys in attendance.
- c. Discuss the advantages of bar association involvement and discuss the many local, state, and national associations available, including any in the SJI's specific practice interest area.

VI. Public Service and Pro Bono activities

- a. Introduce the SJI to the legal aid programs, local pro bono programs, and other opportunities for engaging in pro bono activities and civic and charitable work.
- b. Discuss the reasons for making time to engage in volunteer legal service to the public and any impediments to undertaking such work.
- c. Introduce the SJI to the opportunities to participate in community service activities.
- d. Discuss the reasons for making time to engage in volunteer legal service to the public.

VII. Expose the SJI to the values of the ACTL

Set aside time either during a program or privately to expose the SJI to the importance of professionalism, the independence of the judiciary and adherence to ethical standards as well as other areas addressed by the College.

- Helpful reading includes ACTL White Papers on such topics as Professionalism, Independence of the Judiciary, and Pro Bono work.

VIII. **Develop the SJI's leadership skills.**

a. Identify key components to becoming a leader, such as communication skills, developing relationships, working with associates and support staff.

- Helpful reading:

[-Fire & Ice: An Associate's View of Partners](#)

[-I Don't Feel Your Pain: A Partner's View of Associates](#)

[-Six Ways to Work Successfully With Support Staff](#)

IX. Introduce the Importance of Adhering to Ethical Standards

a. Emphasize the importance of acting ethically and discuss how to identify and resolve ethical issues.

i. Discuss hypothetical situations, such as where a lawyer believes another lawyer has committed an ethical violation or otherwise acted unprofessionally or uncivilly.

1. What is the obligation to report misconduct?
2. What is the appropriate way to respond when a senior member of the firm/organization asks that

something be done that is unethical or unprofessional?

X. Help SJI to develop a Professional Identity

- a. Ask the SJI how he or she defines professional success?
- b. What professional or personal characteristics help the SJI to find success in practice?
- c. What does success look like for the SJI?
- d. Are leadership & community engagement a part of their answers?
- e. What are the SJI's personal core values?

- Helpful Reading: John Bliss, The Professional Identity Formation of Lawyers, The Practice (March/April 2016). <https://thepractice.law.harvard.edu/article/the-professional-identity-formation-of-lawyers/>

XI. Work Life Balance

- a. Discuss strategies for integrating a lawyer's career and personal life.
 - i. Keeping daily stress in perspective.
 - ii. Reconciling job expectations with actual experience.
 - iii. Maximizing career satisfaction.
- b. Discuss the risk of substance abuse and mental health issues while having this conversation.

- c. Discuss what work-life blend means to the SJI, including a self-assessment by the SJI as to whether they are effectively blending all aspects of their lives.
- d. Discuss specifically how work-life blend fits into the overall health of the legal profession and the importance of promoting it in relationships with other attorneys, including co-workers, co-counsel, or opposing counsel.
 - i. Examples for discussion topics in this category:
 - Mindfulness
 - law school debt management
 - raising a family while lawyering
 - self-care and stress management
 - how to identify when one is neglecting self-care
 - scheduling self-care
 - emotional intelligence,
 - the legal profession.