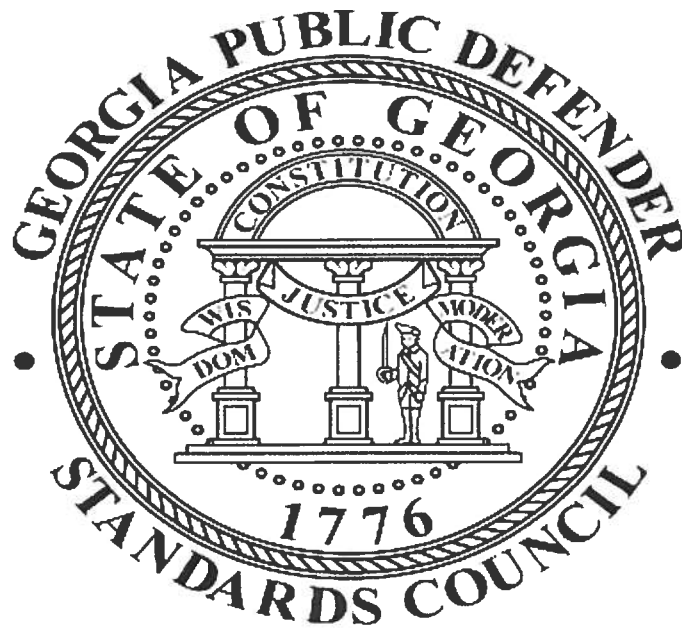


GEORGIA PUBLIC DEFENDER STANDARDS COUNCIL

NEW ATTORNEY TRAINING AND MENTORING PLAN



GEORGIA PUBLIC DEFENDER STANDARDS COUNCIL
New Attorney Training and Mentoring Plan

The New Attorney Training and Mentoring Plan set forth below will fulfill any obligations of a beginning attorney employed by the Georgia Public Defender Standards Council with respect to the State Bar of Georgia and the Commission on Continuing Lawyer Competency Transition into Law Practice Program (TILPP).

COMPLIANCE WITH TILPP IS MANDATORY FOR ALL NEWLY BARRED ATTORNEYS, UNLESS THEY ARE EXEMPTED PURSUANT TO A WRITTEN EXEMPTION REQUEST. New Attorneys must enroll in TILPP by completing the enrollment form and submitting it to both the State Bar (original) *and* to GPDSC's training manager (copy). The enrollment form is available on the GPDSC website at http://www.gpdsc.org/?page_id=109

I. Training:

All beginning public defenders enrolled in the TILPP program must participate in, and complete, both courses designed and administered by the Training Division of the Georgia Public Defender Standards Council: 1) Fundamentals of Public Defense Seminar and 2) Trial Skills Seminar. See Appendix A for a description of these courses.

Every beginning public defender must participate in, and complete, each of these training seminars within the first eighteen months of employment, absent extraordinary circumstances. *With prior approval and for good cause shown as determined by the GPDSC Training Director, if a lawyer misses one of the above sessions, they may be permitted to attend the next available session or complete an alternative comparable program¹.* GPDSC has designed a two-part TILPP training program with courses offered once per year beginning with Fundamentals of Public Defense in January and concluding with Trial Skills in July. Ideally, beginning lawyers will attend the workshops in order.

Participation in the above-listed courses will comprise the CLE component of the State Bar of Georgia and the Commission on Continuing Lawyer Competency Transition into Law Practice Program. Public Defenders who complete GPDSC's TILPP training program will not need to participate in either the Enhanced Bridge-the-Gap Program or the Fundamentals of Law Practice Program offered by the State Bar.

¹ Approved courses include but are not limited to courses offered by the Southern Public Defender Training Center (SPDTC), the National College of DUI Defense (NCDD), The National Criminal Defense College (NCDC), the Youth Law Conference and The Georgia Association of Criminal Defense Lawyers (GACDL).

Mentoring

The Mentoring Plan set forth below will govern mentoring responsibilities of mentors and beginning attorneys employed by GPDSC. Mentors must complete and submit the Mentor Volunteer Form, available at http://www.gpdsc.org/?page_id=109 and attached in Appendix B, to the State Bar. The mentor and beginning lawyer must sign the State Bar of Georgia Certificate of Satisfactory Completion, available at http://www.gpdsc.org/?page_id=109 and attached in Appendix B, at the completion of the plan but no later than twelve months after bar admission.

A. Introduction to the Legal Community
1. The Circuit Public Defender shall serve as the mentor or designate a qualified member of his or her staff to serve as the mentor to the beginning public defender within 10 working days of the decision being made to employ the beginning public defender. The mentor will introduce the beginning public defender to other lawyers and staff members in the office.
2. Invite the beginning public defender to attend a meeting of the local bar association and discuss local, state and national defender (NLADA, NACDL, GACDL, etc.) and bar association opportunities.
3. Introduce as feasible the beginning public defender to other lawyers in the community through attendance at local bar association meetings or otherwise.
4. Escort the beginning public defender on a tour of the local courthouses 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 public defender with the role and function of the Georgia Public Defender Standards Council.
B. Introduction to the Community at Large
1. Invite the beginning public defender 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
3. Discuss with the beginning public defender various community resources that may be available to his or her clients.
C. Introduction to Office Management
1. The Mentor should demonstrate and explain how the following items of law practice management are used and handled, if applicable:
(a) JCATS Case management system;
(b) Filing system;
(c) Records and document retention policies;
(d) Calendaring of cases, motions and the "tickler" or other reminder system;
(e) Managing demands for trial;
(f) Information technology systems;
(g) Library and on-line research system
(h) Other resources (publications, seminars, equipment, etc.) that the beginning public defender will find helpful in his or her work.
(i) Good time management skills and techniques.
(j) Maintaining confidentiality of client case files.
(k) Discuss the duties and responsibilities of the following personnel within the office:
(1) office administrator or office manager
(2) investigators
(3) legal secretaries
(4) paralegals
(5) other staff members

D. Working With Your Client

1. Discuss topical questions and cover items of practical guidance relating to working with the client, including responsibilities of the attorney and client in decision making.
2. Discuss how to gather information from the client relevant to the representation.
3. Discuss how to recognize, avoid, and handle conflicts of interest.
4. Discuss strategies for dealing with various difficulties that can come up in the attorney/client relationship.
5. Discuss “DO’s” and DON’T’S” of maintaining good ongoing client relations such as returning telephone calls and keeping client informed about matters.
6. Discuss terminating the lawyer-client relationship and necessary documentation.
7. Participate in or observe at least one client interview or client counseling session.
8. The mentor should be familiar with the lessons taught in these areas at the GPDSC Fundamentals of Public Defense Training either because the mentor has attended the training or consulted with the GPDSC Training Manager.

E. Mandatory Advocacy Experiences

The mentor will monitor and facilitate the progress of the beginning public defender in a courtroom setting. Following each experience, the mentor should discuss the context of the litigation experience. Depending on the office and the timing with which various courtroom assignments are made, this component of the mentoring plan may well extend beyond the first twelve month of a new attorney’s practice.

1. The mentor should observe, or if unavailable arrange for a senior attorney to observe, the first bond review hearing conducted by a new public defender and the first preliminary hearing conducted by the new public defender.
2. The mentor should observe the first two trials the new public defender does by himself or herself.
3. The mentor should observe at least the first jury trial the new public defender does by himself or herself, if the first two trials as set forth in #2 are bench trials.
4. The mentor should observe at least three (3) motion hearings. The motion hearings must include a motion to suppress and a Jackson-Denno hearing.
5. The beginning lawyer will observe an actual or webcast of an appellate argument in the Supreme Court of Georgia or the Court of Appeals of Georgia.

F. Additional Litigation Experiences

1. The beginning public defender will attend the following trainings put on by the GPDSC within his or her first eighteen months of employment*.
 - a. Fundamentals of Public Defense
 - b. Trial Skills

* With prior approval and for good cause shown as determined by the GPDSC Training Director, if a lawyer must miss one of the above sessions within the first twelve months of practice, a lawyer may be permitted to attend the next available session.

H. The Obligations of the Public Defender to Others

1. The mentor will discuss with the new attorney the role of the public defender vis a vis his or her client, the community, the Court, and the prosecutor with an emphasis to provide zealous representation to his or her client within the bounds of the law and the Rules of Professional Responsibility.
2. The mentor will discuss with the new public defender his or her ethical obligations as set forth in the Rules of Professional Responsibility
3. The mentor should be familiar with the lessons taught in these areas at the GPDSC Fundamentals of Public Defense either because the mentor has attended the training or consulted with the GPDSC Training Director. Information conveyed by the mentor should be consistent with these teachings.

Appendix A: Training Curriculum

**Please visit the Training Calendar at http://www.gpdsc.org?page_id=610 for training location information and to obtain a copy of the training agenda. Training dates should be confirmed by checking the website Training Calendar.

Through lectures, group discussion and “hands on” role playing exercises this program will give APDs an intensive exposure to many of the challenges they will experience in the day to day performance of their job duties, and provide them with guidance and training from experienced attorneys in the best practices they should employ in meeting those challenges. Throughout both workshops trainees will be “representing” a client in a factual case scenario and will experience the progress of the case from arrest through trial. Along the way, the trainees will be required to analyze facts, direct the investigation, advise the client, conduct hearings, make tactical decisions about the defense of the client and try the case.

GEORGIA PUBLIC DEFENDER STANDARDS COUNCIL

TILPP Part I: Fundamentals of Public Defense – January

Overview

The Role of the Public Defender

Ethical Considerations and Client Centered Representation

Client Relations/Interviews

Theory of the Case/Telling Your Client’s Story

Discovery

Investigation (general)

Investigation/Taking a Statement

First Appearance, Bail, and Arraignment

Preliminary Hearings (law and “how to)

Preliminary Hearings (exercise)

Motions Practice – thinking creatively to make the most of your motions practice

Brady Jurisprudence

Trial Preparation

TILPP Part II: Trial Skills Workshop – July

Voir Dire

Opening Statements

Direct Examination

Cross Examination

Working With Documents

Impeachment

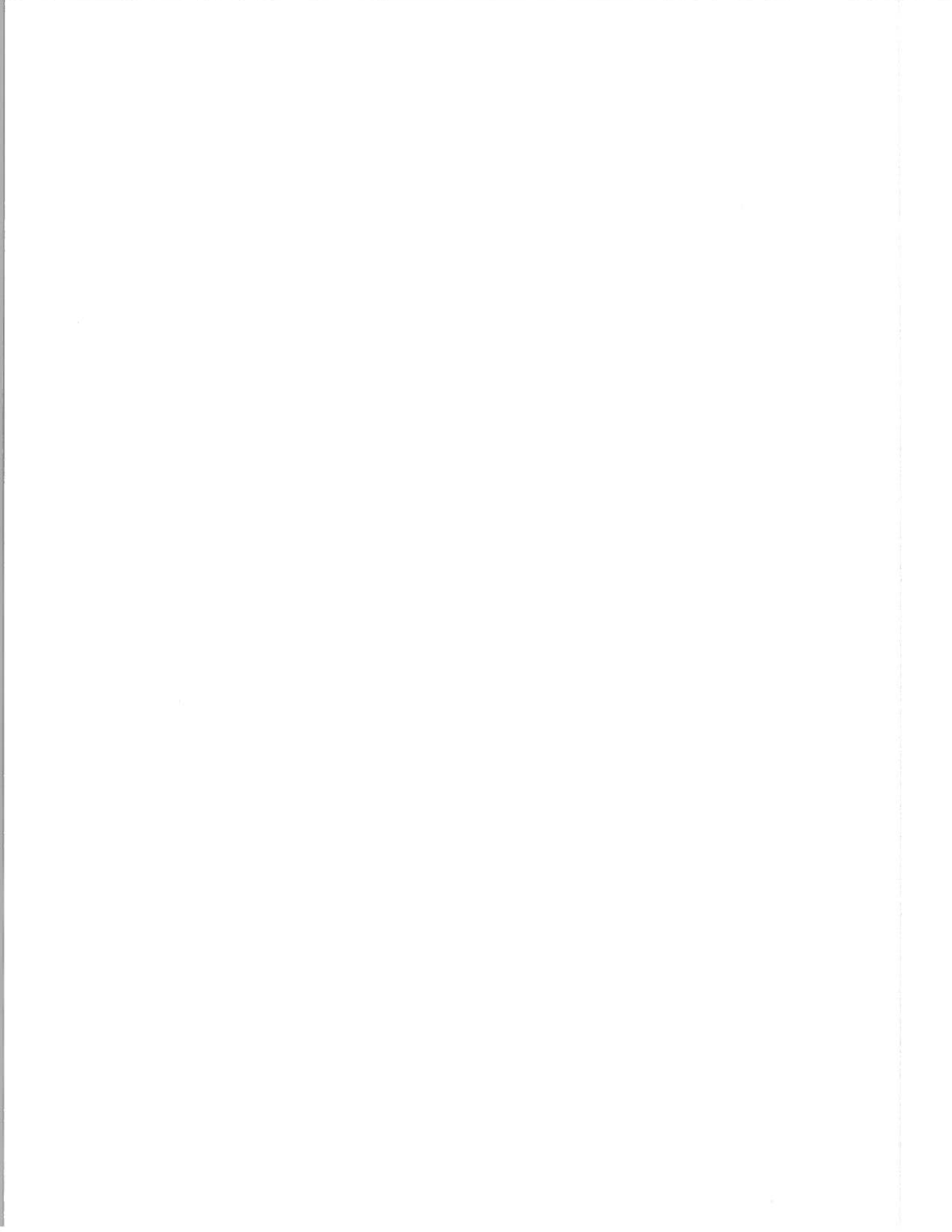
Evidentiary Issues

Closing Arguments

Sentencing

Appeals

Emotional Fatigue, Caseload Management, Conflicts and Q & A with Faculty



COMPLIANCE NOTICE

&

COMPLIANCE DEADLINE

A Quick Program Overview

For Your Information

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 or 1.800.422.0893 for dates and times of applicable CLE activities.

Mentoring Component (Regulation (1)(C)(ii) to State Bar Rule 8-104 (B)): You must: (1) have a Mentor for a twelve (12) month period (mentoring periods occur from January 1st - December 31st; or from July 1st – June 30th); 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 Program Director. To assist you in complying with the mentoring component, this Manual contains a Compliance Checklist in the Appendix of Forms.

COMPLIANCE DEADLINE

Three (3) Month Compliance Deadline: COMPLIANCE IS MANDATORY. You must complete all **enrollment** requirements within three (3) months from the date of your registration with the State Bar of Georgia (or if applicable, the completion of your judicial clerkship or 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 (see Appendix of Forms) with all applicable documents. This Manual contains forms, checklists, and answers to frequently asked questions to assist you in completing the enrollment process.

FREQUENTLY ASKED QUESTIONS AND ANSWERS

PROGRAM GOAL – ENROLLMENT – RESPONSIBILITIES

1. 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. To carry out this goal, the Program 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. The Program 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 the Program 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 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.

4. 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;
- making themselves available to the Mentor’s guidance;
- devising jointly with the Mentor a Mentoring Plan; and,
- satisfactorily completing the Mentoring Plan,

B. To satisfactorily complete the Program’s CLE component.

5. Can a Beginning Lawyer nominate the person they wish to have appointed as their Inside Mentor?

CPDs assign mentors.

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). View this Regulation, and all other State Bar Rules and Regulations on the State Bar of Georgia website www.gabar.org.

The qualifications of prospective Mentors are screened by the Program 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 their law practice in a responsible manner.

8. What are the Inside Mentor's Responsibilities?

- A. To devote the time required for this assignment;
- B. To guide and to 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, at the end of 12 months, whether or not the Plan was satisfactorily completed.

MANAGING THE INSIDE MENTORING RELATIONSHIP

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.

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 Program does not specify the number or length of meetings.

CERTIFYING COMPLETION OF THE PROGRAM

How long does a Beginning Lawyer have to complete the Program?

A Beginning Lawyer is required to complete the Mentoring component within twelve months of the filing of the Mentoring Plan.

A Beginning Lawyer is required to complete the CLE component of the Program in the year of admission to the State Bar of Georgia or in the next calendar year.

How does an Inside Mentor certify to the Program Director that the Beginning Lawyer has satisfactorily completed the Mentoring Component of the Program?

Use the Certification Form found in the Appendix of Forms in this Manual.

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, or to attend one session of the State Bar's Ethics School, offered twice yearly, once in Atlanta and once in Tifton at the Bar offices.

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 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 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%20into%20law%20practice%20program/beginning%20lawyers/)

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/faqs/#13>

APPENDIX OF FORMS

For
Inside Mentors
And
Beginning Lawyers

COMPLIANCE CHECKLIST

Complete and Submit This Checklist As
Your Cover Pages For
All Applicable Enrollment Documents



COMPLIANCE CHECKLIST



COMPLETE AND RETURN THIS CHECKLIST 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: _____

• **2 – THREE (3) MONTH COMPLIANCE DEADLINE (Initial "A")**

_____ A. I understand **COMPLIANCE IS MANDATORY**. I must complete all enrollment requirements within three (3) months from the date of my registration with the State Bar of Georgia (or if applicable, the completion of my judicial clerkship or the effective date of my change from "Inactive" to "Active" status). (State Bar Rule 8-104 (B)(1)(a)).

• **3 – MENTOR NOMINATION (Initial "A" and "B" and complete)**

_____ A. MY MENTOR'S NAME IS: *(Print or Type)* _____

_____ B. MY MENTOR'S GA BAR NUMBER IS: _____

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

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

-- OR --

_____ B. MY MENTOR'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)*

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

NOTE: THIS IS PAGE TWO (2) OF A TWO (2) PAGE CHECKLIST

• 5 – MENTORING PLAN (Initial "A" and "B" and attach document(s), or initial "C", as applicable)

_____ A. MY MENTORING PLAN, APPROVED BY MY MENTOR, IS ATTACHED
(Attach copy of plan – for a sample, view the Model Mentoring Plan at:
www.gabar.org/programs/transition_into_law_practice_program)

_____ B. MY MENTOR AND I HAVE BOTH SIGNED THE ATTACHED MENTORING PLAN
(Your signatures evidence your mutual pledges to satisfactorily complete the plan)

-- OR --

_____ C. I AM EMPLOYED WITH AN ORGANIZATION WITH A MASTER MENTORING PLAN APPROVED
BY TILPP (e.g. Prosecutor; Solicitor; Public Defender; Associate in Large Firm) (You do not have to
attach a copy of your organization's plan)

• 6 – FOR SOLE PRACTITIONERS ONLY (Initial "A" and attach document)

_____ A. MY OUTSIDE MENTOR AND I HAVE BOTH SIGNED THE ATTACHED "CONTINUING LEGAL
EDUCATION AGREEMENT FORM"
(Attach original form, not a copy – this form may be found in the Manual for Outside Mentoring at:
www.gabar.org/programs/transition_into_law_practice_program)

• 7 – CERTIFICATION (Must be signed – NOTARY IS NOT REQUIRED)

I HEREBY CERTIFY that the above information is correct and complete,

Sign and Date: _____

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

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

MENTOR VOLUNTEER FORM

**Use This Form To
Volunteer To Serve
As A Mentor**



RETURN ORIGINAL (DO NOT FAX OR EMAIL) TO:
 State Bar of Georgia
 Transition Into Law Practice Program
 104 Marietta Street, NW – Suite 100
 Atlanta, Georgia 30303



MENTOR VOLUNTEER FORM

• SECTION 1 – NAME, PHONE NUMBER & GEORGIA BAR NUMBER (Please complete)

Your Name: _____

Phone Number: _____ YOUR GEORGIA BAR NUMBER: _____

• SECTION 2 – EMAIL (We will email confirmation of our receipt of this form to the address you provide below)

Your Email: _____

• SECTION 3 – MENTOR TYPE (Please check the blank for Inside or Outside. If Outside, list practice areas)

_____ **INSIDE MENTOR.** I am willing to Mentor a Beginning Lawyer in my firm or organization.

_____ **OUTSIDE MENTOR.** I am willing to Mentor a Beginning Lawyer who is a sole practitioner. I prefer to mentor a Beginning Lawyer in the following practice areas: (list practice areas) _____.

• SECTION 4 – BEGINNING LAWYER (Please complete if you have identified a Beginning Lawyer to Mentor)

I will Mentor the following **Beginning Lawyer (insert name):** _____

Beginning Lawyer's Georgia Bar Number: _____

• SECTION 5 – CERTIFICATION, AUTHORIZATION AND RELEASE (Must be signed and notarized)

STATE OF GEORGIA
 COUNTY OF _____

I, the undersigned attorney, do hereby volunteer for appointment as Mentor in the Transition Into Law Practice Program ("Program").

A. Minimum Qualifications Certification. I DO HEREBY CERTIFY that I meet all of the Minimum Qualifications set out in Regulation (6) of State Bar Rule 8-104 (B), items (i) through (vi) below, inclusive, to be eligible for appointment:

(i) **Active Status.** I am an active member of the State Bar of Georgia, in good standing; and,

(ii) **5 Years of Practice.** I have been admitted to practice law for not less than five (5) years; and,

(iii) **Professional Reputation.** I maintain a professional reputation in my local legal community for competence, ethical and professional conduct; and,

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

NOTE - THIS IS PAGE TWO (2) OF A TWO (2) PAGE FORM

(iv) **Disciplinary Action.** I have never received the sanction of disbarment or suspension from the practice of law in any jurisdiction, nor have voluntarily surrendered my license to practice law for the purpose of disposing with a pending disciplinary proceeding in any jurisdiction. During the ten (10) years preceding the nomination as mentor, I have not been otherwise sanctioned by the pertinent entity governing the admission and practice of law in any jurisdiction. I understand that "sanctioned" means subjected to disciplinary action. (Thus, in Georgia, "sanctioned" currently means any of the levels of discipline whether public or confidential listed in State Bar of Georgia Rule 4-102(b) (i.e., Disbarment; Suspension; Public Reprimand; Review Panel Reprimand; Investigative Panel Reprimand; Formal Admonition); Rule 8-107 (C) (i.e., Administrative Suspension for deficiency in continuing legal education hours); or State Bar Bylaws Article I, Section 4, Item 2 (i.e., Failure to Register with State Bar of Georgia within one year upon eligibility)). I understand that nominations of individuals having formal complaint (s) pending before the Supreme Court of Georgia will be deferred until the final disposition of the formal complaint (s); and,

(v) **Court-ordered Disciplinary Action.** During the ten (10) years preceding the nomination as mentor, I have not been the subject of a written order issued by a court of competent jurisdiction that prohibits or otherwise limits my practice before that court or class of courts. I understand that a directive, request or order by a judge of a court requesting or directing that an attorney employed by an agency of government or a legal aid organization who is assigned to handle cases before that judge be transferred or reassigned to other duties or another courtroom does not constitute court-ordered disciplinary action under this paragraph. (NOTE: A prospective mentor who is or has within the preceding ten (10) years been the subject of such a written order may petition the Commission on Continuing Lawyer Competency (the "Commission") for a waiver of this requirement. After review of the facts and circumstances which led to the entry of such order, the Commission may, upon good cause shown, grant such waiver if the prospective mentor is otherwise qualified to be a mentor); and

(vi) **Professional Liability Insurance or Equivalent.** I am currently, and while serving as Mentor will remain, covered as an insured under a professional liability insurance policy with minimum limits of \$250,000.00/\$500,000.00, or, if applicable, the equivalent to such coverage through the legal status of my employer. I am aware that neither the State Bar of Georgia nor the Commission on Continuing Lawyer Competency provides professional liability insurance to Mentors in this Program. I assume sole responsibility for disclosing my participation in this Program to my professional liability insurance carrier (or, if applicable, to my employer whose legal status provides the equivalent to such coverage).

B. Authorization, Confidentiality, and Release Regarding Relevant Information. I DO HEREBY AUTHORIZE the State Bar of Georgia Office of General Counsel and any person providing information to the Program to: answer any inquiries, questions or interrogatories concerning me submitted to them by the Program or its authorized representatives; disclose complete information in any of their files; and permit the Program's authorized representatives to inspect and make copies of any complaints (including but not limited to complaints dismissed or expunged) made against me at any time whatsoever and any other records and information about or related to me. I UNDERSTAND AND AGREE that all information obtained or received in connection with my selection for and participation in the Program will be kept confidential from all other persons, firms, or corporations, including myself. I HEREBY RELEASE and exonerate the State Bar of Georgia Transition Into Law Practice Program, the State Bar of Georgia Office of General Counsel and every other person, firm, officer, corporation, association, organization or institution who provided, received, or used any information as part of my selection for and participation in the Program from any and all liability, claims, or damages of every nature and kind growing out of or in any way pertaining to providing, receiving, or using information about me in connection with selection for and participation in the Program.

C. Continuing Duty of Disclosure. I understand that the certifications I have made on this form are continuing and must correctly and fully show information sought herein as of the date of my appointment as a Mentor. I agree to notify the Program Director within ten (10) days, in writing at the return address on this form, as to any change to the information continued herein and/or of any incident that may have any bearing upon my ability to meet the Minimum Qualifications.

D. Certification of Date of Birth, Bar Number, Name. I DO HEREBY CERTIFY that my Date of Birth is _____ and my State Bar Number is _____. I understand this information is required in order to verify State Bar membership records. If appointed I wish for my name to appear on the MENTOR APPOINTMENT CERTIFICATE as follows (PLEASE TYPE OR PRINT):

IN WITNESS WHEREOF I have set my hand and seal this _____ day of _____, _____

SIGNED: _____
Subscribed before me this _____ day of _____, _____

Notary Public (SEAL)

MENTORING COMPLETION CERTIFICATE

Mentor Signs and Submits Original
To Program Director
By The End of the
Twelve (12) Month Mentoring Period



RETURN ORIGINAL (DO NOT FAX) TO:
State Bar of Georgia
Transition Into Law Practice Program
104 Marietta Street, NW – Suite 100
Atlanta, Georgia 30303



MENTORING COMPLETION

CERTIFICATION*

I hereby certify that _____
(Print/Type name and Bar Number of Beginning Lawyer)

_____ satisfactorily completed a Mentoring Plan of Activities and
(has or has not)

Experiences approved by the Transition Into Law Practice Program within twelve (12)

months as required by (Regulation (1)(C)(ii) of State Bar of Georgia Rule 8-104 (B)).

This _____ day of _____, _____.

Mentor's Name (Please print)

Mentor's Signature (Notary not required)

By the end of twelve (12) months from the start of the mentoring period, the Mentor is expected to sign this certification evidencing whether or not the Beginning Lawyer satisfactorily completed the Mentoring Plan to which they committed.

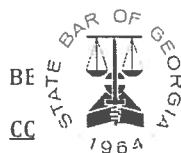
* Transition Into Law Practice Program requires satisfactory completion of: (1) a CLE component; and, (2) a Mentoring component. This document pertains only to the Mentoring component.

MIGRATION FORM

Used Only If Reassignment
To New Proposed Mentor Is Requested

Beginning Lawyer Completes Form
And
Submits To Program Director

MIGRATION FORM



BE
CC

YOUR MUST

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)*

• 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.

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

- **For Questions About TILPP:**

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