

# NEW LAWYER MENTORING PROGRAM

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## PROGRAM BASICS

The goal of the New Lawyer Mentoring Program is to provide personalized professional guidance to Oregon's newest lawyers. **Participation is mandatory** for all OSB lawyer members admitted after January 1, 2011, unless admitted by comity or having practiced in another jurisdiction for at least 24 months.

The program is designed to welcome you, as a new lawyer, into the legal profession, and to help you develop the practical skills and judgment required in establishing a successful and professional law practice.

You will be matched with a mentor based on location, practice areas and other common elements. The recommended curriculum includes six components, each designed with the flexibility to be tailored directly to the new lawyer's needs and the mentor's strengths.

## ENROLLMENT

**Upon being sworn in, each new lawyer must enroll in the NLMP within 28 days\*** unless he/she meets the deferral or exemption criteria. Upon admission, new lawyers will receive an email message that includes a link to the online enrollment survey.

**EXEMPTIONS:** Newly admitted Oregon lawyers are exempt from the NLMP if they have practiced for no less than 24 months in another jurisdiction.

**DEFERRALS:** New OSB lawyers may temporarily defer program participation if they are serving as a judicial clerk, or otherwise not actively engaged in the practice of law in Oregon. Once either of the above deferral circumstances change, the new lawyer must enroll in the NLMP.

## MATCHING

Matches are made in one of three ways:

- new lawyers may recruit mentors from relationships already developed within the legal community;
- mentors may be available through the new lawyer's firm or place of employment; or
- the OSB makes the match based primarily on geographic location and practice areas of interest.

In the event that the matching process is delayed by the OSB, the new lawyer is not in any compliance danger. A completion deadline is not determined until the mentor assignment is made. **The new lawyer is responsible for initiating contact with their mentor.\***

## REQUESTING A CHANGE

In rare circumstances, a mentoring relationship may not be ideal for either the mentor or new lawyer. Participants are encouraged to contact the NLMP coordinator if they'd like to discuss **ANY** concerns or challenges, or to request a change.

## CURRICULUM

The new lawyer and mentor will work to develop an individualized Mentoring Plan covering six areas:

- introduction to the local legal community
- introduction to law office management
- successful client relationships
- rules of professional conduct and cultural competency
- career development, public service, bar leadership and work/life balance
- practice area basic skills

Mentoring Plan components are designed to allow the mentor and new lawyer flexibility to tailor requirements to their strengths and needs. New lawyers are allowed to be matched to more than one mentor provided each mentor is enrolled in the program. MCLE credits may be divided among the mentors.

## COMPLETION

Upon being assigned to a mentor, the new lawyer is given a deadline for completion. Deadlines are typically 12-18 months from the assignment date, on either May 31 or December 31.

**The new lawyer is responsible for submitting the completion certificate and the fee by the appropriate deadline by adding the activity to their MCLE transcript.\*** The completion packet is comprised of:

- a signed copy of the completion certificate;
- \$100.00 program fee, payable to Oregon State Bar (*unless the new lawyer is exempt*).

**FEE EXEMPTIONS:** A new lawyer may be exempted from the completion fee for the following reasons:

- Earning \$75,000 per year or less AND their employer is not paying the fee; or
- Demonstrated financial hardship set forth in a written request which includes basic monthly income/expense information.

**EXTENSIONS:** If you are unable to complete the plan within the allowed time may be granted additional time for good cause show. Please submit your request for additional time in writing or by email, on or before the completion deadline.

## MCLE CREDIT

- Upon completion of the curriculum, mentors may claim a total of eight (8) MCLE credits. *6 general and 2 ethics.* Reporting instructions will be sent to the mentor upon receipt of the new lawyer's completion packet.
- New lawyers are awarded six (6) practical skills MCLE credits that are carried forward into their first three-year reporting period. These credits **DO NOT** replace the first-year MCLE requirements for new admittees.

## CONTACTS

If you have additional questions about the NLMP, please contact Cathy Petrecca, Program Coordinator at 503.431.6355 or send an email to [mentoring@osbar.org](mailto:mentoring@osbar.org). We are here to help!

***\*These tasks are the responsibility of the new lawyer.***