



TRANSITIONING INTO PRACTICE STANDING COMMITTEE AGENDA

**July 26, 2013 @ 11:00 am
Comstock Board Room
Annual Meeting @ Harvey's Lake Tahoe**

Dial-In Number: 877-594-8353
Participant Code: 60954718

I. Does the Committee wish to make any changes or revisions to the Mentor Plan?

Suggested changes gleaned from TIP survey results:

- Don't require the complete review of the Nevada Rules of Professional Conduct - too time consuming.
- Lessen the current hourly minimum time requirements for each section– some mentees know more than others and don't require as much time to complete elements.
- Lessen the number of the mandatory elements – sections 1-4 have a number of mandatory elements plus two (2) additional elements that must be completed.
- Lessen some of the elements regarding conflicts in sections 2 through 4 – there is some redundancy.
- Add immigration and bankruptcy electives under section 5.
- Revise the Juvenile Law curriculum in section 5j.

II. Are the Mentor Resources adequate?

- [Online resources](#)
- Reduced fee CLE seminars
- Video Resources: See Ten Minute Mentor Video Memo (attached)
- Online “chat” rooms for mentors/mentees
- Social events/networking

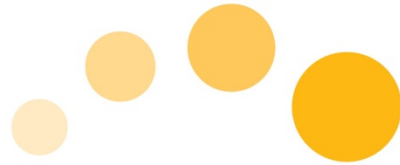
III. What process should be used for reappointing mentors when their term ends?

IV. How can we further recognize current mentors and encourage future service?

- Advertisements and mentor names/firms posted in *Nevada Lawyer*
- Articles in *Nevada Lawyer*
- Speaking events: Inn of Courts, ALA, etc.

V. What does the Committee see their role to be in the future?

- Mentor Coaches
- Approve Mentor Applications
- Approve Deferral/Financial Hardship Requests



TRANSITIONING *into* PRACTICE

A Mentor Program for Nevada Attorneys

MENTORING PLAN

INTRODUCTION TO THE MENTORING PLAN

The new lawyer's mentoring plan is the focus of the *Transitioning into Practice* program. To assist in customizing a mentoring plan, the State Bar of Nevada developed the Model Mentoring Plan which includes required and optional sections and activities. It consists of core concepts, lawyering skills, activities and experiences used as learning activities and topics for discussion between the newly admitted lawyer and mentor. The activities and experiences are an introduction to the topics with which lawyers need to be familiar for the successful and professional practice of law.

The Model Mentoring Plan does not fit all new lawyers' practice areas, professional interests or goals. New lawyers and their mentors should work together to create a comprehensive plan reflecting the new lawyer's professional goals and interests while exposing him/her to both the practice and business of law. A thorough, well thought-out plan will help make the TIP mentoring relationship meaningful and productive for both newly admitted lawyer and mentor.

The Mentoring Plan should be developed by the mentor and new lawyer during their first meeting. The finalized Mentoring Plan is a checklist of activities which are to be completed by the new lawyer by the end of the mentoring cycle. In addition to the activities provided in the Mentoring Plan, a new lawyer is encouraged to discuss with their mentor other career issues that arise in their early practice experience.

If the mentor does not practice in all the areas selected and agreed upon by the mentor and the new attorney, the mentor may choose to call on another appointed mentor who practices in the specific area to assist in mentoring the new lawyer in that area.

At the conclusion of the program cycle, the mentoring plan should reflect the activities and experiences completed by the new lawyer. The Certificate of Completion should be attested to by the mentor and submitted by the new lawyer along with the Mentoring Plan and \$175 fee to the state bar at the conclusion of the mentoring cycle.

INSTRUCTIONS FOR CREATING YOUR MENTORING PLAN

The following provides general instructions for creating a customized mentoring plan. **Please read these instructions carefully.**

1. Print and bring this Model Mentoring Plan to the first meeting.
2. The mentor and new lawyer should discuss the new lawyer's professional goals, interests and practice areas to develop and prioritize activities in the mentoring plan.
3. Review sections 1 through 4 contained in the Model Mentoring Plan. These four sections contain mandatory items for your Mentoring Plan. In addition to the mandatory items, your Mentoring plan must also contain a certain number of optional selections from sections 1-4. The new lawyer and mentor may also elect to develop activities related to these subjects. NOTE: Activities need not be completed in any particular order.
4. In addition to sections 1 through 4, new lawyers must select a minimum of 6 elective activities/experiences to include in his/her Mentoring Plan. These electives are listed under section "5. PRACTICE AREA BASIC SKILLS ELECTIVES." New lawyers and mentors may create one or more electives covering other subjects of interest deemed appropriate given the newly admitted lawyer's particular area of practice.
5. Indicate which activities will be completed by the new lawyer during his/her mentoring cycle by checking the corresponding box next to each activity description in each section. As activities/experiences are completed record it electronically by visiting www.nvbar.org/tip. Here you can track your progress and make a final submission at the conclusion of the mentoring cycle.
6. It is recommended to establish check points for consistent and steady timing in completing the plan. Divide the planned activities and experiences in thirds. Two months into the 6-month cycle you should be about 1/3 of the way through the activities and experiences - at 4 months about 2/3 completed.
7. At the conclusion of the mentoring cycle the completed plan should be submitted in the online system at www.nvbar.org/tip. The plan, attested Certificate of Completion and \$175 fee are submitted by the new lawyer no later than the end of the program cycle.

QUESTIONS

Contact the state bar at tip@nvbar.org or call 702.382.2200.

WEBSITE INFORMATION

Forms and information about *Transitioning into Practice* can be found at:
www.nvbar.org/tip

New Lawyer: _____ Bar# _____

Mentor: _____ Bar# _____

MENTORING PLAN ACTIVITIES AND EXPERIENCES

1. The Legal Community

In addition to the mandatory topics at least **two (2)** other activities or experiences must be completed from this section keeping in mind that the two additional items within this category can be created through the collaboration of the mentor and new lawyer.

MINIMUM TIME COMMITMENT: 3 hours

Activity or Experience	Check if Selected	Date Completed
Review and have a meaningful discussion about professional conduct by completing the following: <ul style="list-style-type: none"> • Review and discuss all of the Nevada Rules of Professional Conduct, making suggestions of practical application of the concepts in the document. • Reach an understanding on how matters designated as confidential by the new lawyer will be handled. • Discuss civility and etiquette among lawyers and judges. 	MANDATORY	
Review all forms contained in the annual State Bar of Nevada membership packet: <ul style="list-style-type: none"> • Licensing Fee Invoice • Report of Child Support • Professional Liability Insurance Disclosure • Certification of Compliance & Consent • Annual Report of Pro Bono 	MANDATORY	
Acquaint the new lawyer with legal aid agencies in the state, local pro bono agencies, other opportunities for lawyers to engage in pro bono or law-related education activities, and other opportunities for lawyers to engage in civic and charitable work. Discuss how and why a lawyer finds time, despite a busy practice, to engage in volunteer activities and service to the profession and the community.	MANDATORY	
If pro bono work is a high interest area, consider the elective track 5q. Pro bono opportunities might also be a great way to cover many activities and experiences in the Mentoring Plan.		

Attend a meeting of an organized bar association together (CLE event, pro bono, social). Discuss local, state and national bar association opportunities and the advantages of being involved in local and state bar association activities.		
Review and discuss State Bar of Nevada sections and committees and the value of getting involved in State Bar activities and service, including the Young Lawyers Section.		
Accompany the new lawyer to the local courthouses, particularly those courts where the new lawyer will be primarily appearing. To the extent appropriate, introduce the new lawyer to members of the judiciary, court personnel and clerks of the court. If available, pay a visit to the self-help center.		
As appropriate, escort the new lawyer to the local jails where the new lawyer is likely to have clients and explain the procedures for jailhouse visits.		
Record other completed activities in the boxes below.		

2. Personal and Professional Development and Ethics

In addition to the mandatory topics at least **two (2)** other activities or experiences must be completed from this section keeping in mind that the two additional items within this category can be created through the collaboration of the mentor and new lawyer.

MINIMUM TIME COMMITMENT: 3 hours

Activity or Experience	Check if Selected	Date Completed
Discuss substance abuse and mental health issues, including possible warning signs of substance abuse or mental health issues; what to do if the new lawyer, a colleague or a superior is faced with a substance abuse or mental health problems. Review and discuss the support and counseling available for a lawyer and family through the program, Lawyers Concerned for Lawyers.	MANDATORY	
Discuss potential resources for dealing with complicated ethical issues, including conflicts of interest. Discuss ethical issues that arise with some regularity in the practice setting. Discuss ways to resolve the issues; referring to mentor's experience, as well as guidance of the Nevada Rules of Professional Conduct. If the mentoring relationship is in-house, discuss the firm's procedures for assisting with complicated ethical issues. Discuss the grievance process and a lawyer's duty to cooperate with a disciplinary investigation.	MANDATORY	
Discuss the appropriate way to handle situations where the new lawyer believes another lawyer (both in and outside of the new lawyer's firm) has committed an ethical violation; the obligation to report misconduct; and the appropriate way to handle a situation where the new lawyer has been asked by a senior member of the firm to do something that is unethical or unprofessional.	MANDATORY	
Discuss the role of the Nevada Board of Continuing Legal Education and differences between the state bar CLE department. Include a discussion about the benefits of MCLE requirements and ways to fulfill them.	MANDATORY	
Discuss common malpractice and grievance traps (particularly in the new lawyer's practice area) and how to recognize and avoid common pitfalls. Discuss the lawyers' obligations in the event of the failure to carry malpractice insurance.	MANDATORY	

Discuss the new lawyer's long term career goals and identify ways to meet those goals. Identify different career paths and resources for exploring options. Discuss to the extent knowledgeable, differences between large firm, small firm, government and non-profit practice and non-traditional legal positions.		
Discuss techniques for finding a balance between career and personal life, putting daily pressures in perspective, reconciling job expectations with actual experience.		
Discuss practical ways to manage law school debt.		
Record other completed activities in the boxes below.		

3. Law Office Management and the Practice of Law

In addition to the mandatory topics at least **two (2)** other activities or experiences must be completed from this section keeping in mind that the two additional items within this category can be created through the collaboration of the mentor and new lawyer.

MINIMUM TIME COMMITMENT: 3.5 hours

Activity or Experience	Check if Selected	Date Completed
Discuss practices to maintain client confidentiality.	MANDATORY	
Review escrow and trust account rules for handling client funds, including the importance of clearing checks before funds are drawn, authority needed to pay fees from client funds in trust and IOLTA account requirements.	MANDATORY	
Discuss good time records, time management skills and techniques. Discuss best practices and current practices regarding records of client-related expenses including billing and filing systems.	MANDATORY	
Discuss how to screen for, recognize and avoid conflicts. Discuss the differences between issue conflicts and client conflicts.	MANDATORY	
Discuss the issues surrounding leaving a firm, such as how to protect oneself, substitution of counsel, advising clients and withdrawing from cases.	MANDATORY	
Review engagement agreement, including method for resolving fee disputes.	MANDATORY	
Tour the mentor's office to demonstrate and explain how the mentor's law office is managed. Discuss resources where the new lawyer can learn more information about law office management issues.		
Discuss roles and responsibilities of paralegals, secretaries and other office personnel and how to establish good working relationships with others in the same office who are support staff, colleagues or senior colleagues.		
Discuss how to prevent issues of unauthorized practice of law with staff.		
Introduce the new lawyer to the calendar and 'tickler' or reminder systems.		
Introduce the new lawyer to the information technology systems, the library systems and research systems.		
Discuss office politics, including appropriate networking, socializing and personal behaviors.		

Discuss the importance of planning ahead for how a lawyer's practice should be handled in the event of the lawyer's retirement, death or disability.		
Engage in a training session covering the importance of maintenance and retention of client files inclusive of electronic and paper components.		
Record other completed activities in the boxes below.		

4. Client Communications, Advocacy, and Negotiaion

In addition to the mandatory topics at least **two (2)** other activities or experiences must be completed from this section keeping in mind that the two additional items within this category can be created through the collaboration of the mentor and new lawyer.

MINIMUM TIME COMMITMENT: 3.5 hours

Activity or Experience	Check if Selected	Date Completed
Discuss the importance of client communication and how to maintain good on-going communication, including the use of retention, engagement documents and fee agreements, keeping clients informed about matters, confirming things in writing, being on time, etc. Discuss frequent issues that arise regarding the scope of representation. Discuss 'dos and don'ts' of maintaining good ongoing client relations and communications, such as returning telephone calls and keeping clients informed about matters.	MANDATORY	
Discuss the responsibilities of the client and the lawyer in decision making, and the importance of open communicate with a client about their case.	MANDATORY	
Discuss the relevant issues surrounding effective legal writing, such as techniques for the most effective legal writing, how to avoid common mistakes causing pleadings to be rejected, how to effectively use sample legal pleadings and forms, techniques to efficient legal research, etc.	MANDATORY	
Discuss the best ways to evaluate a potential case and how to decide whether to accept a proffered representation. Identify how to deal with the 'difficult' client and how to decline representation of the unrealistic or 'impossible' client.	MANDATORY	
Discuss how to identify or determine who the client is when practicing in a corporate or government organization.		
Engage in a training discussion about client interaction, including tips for gathering information about a legal matter and appraising the credibility and trust of a potential client.		
Discuss methods of client development that have been successful for the mentor, and discuss other techniques for business development, including any relevant ethical		

concerns and the most professional practices in this regard.		
Train, through discussion and client interaction, how to best screen for, recognize and avoid conflicts with the client.		
Discuss proper legal counseling techniques, duties and the responsibilities of advising clients. Discuss fee setting for legal services and how to talk with clients about fees. Discuss retainer agreements.		
Participate in or observe at least one client interview or client counseling session.		
Discuss appropriate ways for dealing with others on behalf of a client.		
Discuss tips for the preparation for and proper behavior during depositions.		
Discuss the most important points about negotiation with another lawyer and potential issues associated with negotiations.		
Discuss the types of alternative dispute resolution (such as mediation, binding and non-binding arbitration, high-low arbitration, early neutral evaluation, court-annexed arbitration, short trial program, etc.) and the benefits and disadvantages of each.		
Observe (in person or by streaming video online) an appellate argument in a Nevada court and discuss techniques and tips for effective oral argument.		
Record other completed activities in the boxes below.		

5. PRACTICE AREA BASIC SKILLS ELECTIVES

Select and complete as many activities and experiences as feasible within areas a-q. Items selected should be based on the interests and/or practice area of the new lawyer. The minimum number of activities and experiences to be completed is **six (6)**. Keep in mind the activities and experiences completed might all fall under one area or be spread across multiple areas – it’s up to you!

Under each area, you are encouraged to adjust the activities and experiences to your particular practice setting and individual needs.

Other electives that are created and completed by the new lawyer and mentor should be recorded under 5r.

MINIMUM TIME COMMITMENT: 15 hours

5a. ELECTIVES: Litigation and Transaction Handling

Activity or Experience	Check if Selected	Date Completed
Participate in the interviewing of a client.		
Participate in the counseling of a client.		
Observe or participate in a negotiation and explain relevant background context.		
Participate in drafting, amending, or reviewing a contract.		
Participate in forming business entities by drafting and reviewing incorporation documents and business agreements.		
Participate in drafting demand letter.		
Prepare a complaint and a summons.		
Review rules regarding alternative dispute program and discuss, if applicable to where you practice		
Participate in N.R.C.P. 16.1 or F.R.C.P. 26 conference to discuss discovery plan, initial disclosures and settlement.		
Prepare a Joint Case Conference Report		
Participate in drafting discovery requests, including interrogatories, requests for admission and requests for production of documents; and discuss applicable rules of procedure		
Discuss applicable rules and requirements for initial and rebuttal expert witness disclosures and supplements; participate in drafting expert disclosure		
Participate in drafting subpoena duces tecum.		

Observe or participate in a deposition of a witness or adverse party in a civil action.		
Participate or observe in a preliminary hearing.		
Participate in plea negotiations or reviewing a plea agreement.		
Participate in drafting a pleading or motion for an administrative body or a state or federal court.		
Participate in an administrative hearing.		
Participate in an evidentiary hearing in a state or federal court.		
Participate in trial preparation.		
Participate in a trial in a civil or criminal case in either a state or federal court.		
Observe or participate in a mediation or arbitration.		

5b. ELECTIVES: Advocacy and Litigation

Activity or Experience	Check if Selected	Date Completed
Discuss specific Rules of Civil Procedure and local rules that apply in either state or federal court pertaining to Court Hearings and trial.		
Discuss the mechanics of court appearances, including proper attire, courtroom decorum, role of the court clerk and court reporter, necessity for a translator, etc.		
Participate in drafting a dispositive motion.		
Attend or participate in a hearing on a motion; discuss.		
Participate in drafting an order denying or granting motion for summary judgment.		
Participate in drafting a discovery dispute motion (e.g. Motion to Compel).		
Attend or participate in a discovery dispute hearing; discuss.		
Participate in drafting a Report and Recommendation, if applicable.		
Participate in drafting Motion in Limine.		
Discuss the mechanics of arbitration, including witness preparation and conduct, handling exhibits, etc.		
Participate in drafting arbitration brief.		
Attend or participate in an arbitration.		
Discuss the mechanics of trial, including witness preparation and conduct in court room, handling demonstrative exhibits and/or electronic court system, exhibits, etc.		
Participate or attend pre-trial conference and participate in drafting pre-trial memorandum, if applicable.		
Participate in drafting jury questionnaire, if applicable.		
Participate in drafting jury instructions.		
Participate in drafting voir dire.		
Attend or participate in a calendar call.		
Participate in drafting Findings of Fact, Conclusions of Law.		
Participate in drafting a Trial Brief; discuss applicable rule.		
Attend or participate in a trial, including voir dire if a jury trial; discuss.		
Attend a trial resulting in a jury verdict and meet with the jurors afterwards.		
Participate in drafting mediation or settlement		

conference brief.		
Attend a mediation or settlement conference.		
Participate in preparing settlement documents, including a discussion of any tax implications in a settlement including a monetary award.		
Participate in drafting appellate briefing or review and discuss previously filed opening, answering and reply brief.		
Attend an appellate argument in the Nevada Supreme Court, or a United States Circuit Court of Appeals.		

5c. ELECTIVES: Alternative Dispute Resolution

Activity or Experience	Check if Selected	Date Completed
Discuss different types of arbitration (e.g. grievance, interest).		
Review and discuss Nevada's statutes on mediation including requirement to screen for potential conflict of interest of mediator.		
Review various entities and agencies that can assist the attorney in the ADR process, such as FMCS, AAA, JAMS, panel creation by the parties and the benefits and weaknesses of each.		
Observe, participate in, or prepare for an actual or simulated mediation.		
Observe, participate in, or prepare for, an arbitration and review and discuss Statutes for Arbitration in Nevada and AAA/JAMS rules.		
Discuss how to prepare a client for mediation or arbitration.		
Discuss the importance of having the insurance carrier involved in the ADR process, if coverage exists for the loss claimed by the plaintiff.		

5d. ELECTIVES: Negotiation

Activity or Experience	Check if Selected	Date Completed
Discuss how to prepare for the negotiation of a legal matter (e.g., release of a personal injury claim, lease agreement, collective bargaining agreement, etc.).		
Discuss when and how negotiation should be initiated.		
Discuss when and how to involve the client in negotiation.		
Discuss ethical and professional obligations of negotiators.		
Discuss skills needed to be an effective negotiator and how to acquire them.		
Discuss statutes that may affect negotiated results or dictate procedures to be utilized in negotiations (e.g. OWBPA requirements for a valid release, NLRA statutory requirements to qualify for 'good faith negotiations').		

5e. ELECTIVES: Client Interviewing and Counseling

Activity or Experience	Check if Selected	Date Completed
Discuss and review interview techniques (asking the right questions).		
Discuss and review counseling techniques (providing the hard advice).		
Simulate and discuss the counseling of a client (mentor and new lawyer should alternate being client and lawyer).		
Participate in interviewing a client.		
Participate in counseling a client.		
Discuss early settlement benefits and/or alternative dispute resolution in light of the cost of litigation.		
Discuss the ethical considerations with client interviews (e.g. confidentiality, who can meet with a new client to execute fee agreements, etc.).		
Discuss when it may be proper to turn down the representation of a client after initially meeting with them.		
Discuss ethical considerations regarding client's desires to delay litigation and/or push your representation beyond the Rules of Professional Conduct and dealing with such clients.		

5f. ELECTIVES: Civil Procedure

Activity or Experience	Check if Selected	Date Completed
Participate in trial preparation.		
Participate in at least two trials in civil or criminal cases in either a state or federal court, at least one of which should be a jury trial taken to verdict.		
Participate in the interviewing of a witness or victim.		
Participate in an evidentiary hearing in a state or federal court.		
Prepare complaint.		
Prepare summons.		
Cause summons to be served.		
Participate in preparing a NRCP12(b)/FRCP 12(b) motion to dismiss.		
Participate in preparing answer to complaint, counterclaim, cross-claim and third-party complaint.		
Participate in 26(f) conference to discuss settlement, discovery plan and initial disclosures.		
Participate in preparing initial disclosures as required by NRCP 16.1/FRCP 26.		
Participate in preparing for and observing, taking, or defending a deposition of a witness or adverse party in a civil action.		
Participate in drafting discovery requests, including interrogatories, requests for admission and requests for production of documents.		
Participate in identifying expert witnesses and producing expert witness reports.		
Participate in depositions including the deposition of expert witnesses.		
Participate in preparing motions and memoranda in support of summary judgment.		
Participate in preparing pretrial order and making pretrial disclosures of witnesses and exhibits.		
Train, through discussion and case review, how to screen for, recognize, and avoid conflicts of interest, either personal or office. Explain to the mentor what actions should be taken if a conflict is suspected or identified.		
Discuss the importance of family and life balance, including sharing or not sharing with spouse, friends and others the unsavory and sometimes terrible things with which a		

prosecutor deals.		
Discuss the mechanics of trial, including where to stand, proper attire, when to stand, courtroom decorum, jury selection, judges' bench books, etc.		
Observe or participate in an appellate argument in a Nevada or Federal Court.		
Participate in preparing settlement documents in a civil case, including a discussion of any tax implications in a settlement including a monetary award.		
Participate in an administrative hearing.		
Participate in drafting, amending or reviewing a contract.		
Participate in drafting a civil pleading or motion for an administrative body or a state or federal court.		

5g. ELECTIVES: Criminal Law

Activity or Experience	Check if Selected	Date Completed
Screen five different kinds of criminal cases and determine the charges to be filed. Discuss one of the screenings with a law enforcement officer, covering the factors leading to the charging decision. Review the prepared information. Determine whether to request an Arrest Warrant or a Summons.		
Discuss with the mentor what should be done when a prosecutor declines to file charges requested by law enforcement; including contact with the officer, victims, what notices should be filed - with whom.		
Learn and discuss with the mentor a prosecutor's disclosure requirements in <i>Brady v. Maryland</i> and other applicable discovery rules and law. Respond to a defense discovery request in a misdemeanor or a felony case.		
Participate in at least two trials in civil or criminal cases in either a state or federal court, at least one of which should be a jury trial taken to verdict.		
Participate in an evidentiary hearing in a state or federal court.		
Observe or participate in a plea negotiation. Explain relevant background and context and prepare or review a plea agreement.		
Participate in the interviewing of a witness or victim.		
Prepare or participate in the preparation of jury instructions for a misdemeanor or a felony case.		
Prepare or review a Statement of a defendant to be used in entry of a guilty plea in either a misdemeanor or felony case. Review and become familiar with NRS 174.035, NRS 174.055 and NRS 174.063.		
Review and understand Protective Orders and the penalties for violation of such orders pursuant to NRS 33.020 through NRS 33.400, NRS 200.378 and NRS 200.591.		
Prepare a written response to a defense motion.		
Become familiar with the Crime Victims' Bill of Rights, particularly a prosecutor's responsibilities under the act. Prepare or review required notices to crime victims.		
"Ride along" with law enforcement; preferably at least four hours each with at least two		

different officers.		
Engage in a training discussion about the many different persons a prosecutor is likely to deal with in his or her and their official capacity.		
Discuss how to deal with "difficult" situations that are likely to arise between prosecutors and others with whom the prosecutor must deal.		
Discuss the mechanics of trial, including where to stand, proper attire, when to stand, courtroom decorum, jury selection, judges' bench books, etc.		
Following the sentencing of a defendant to prison, draft a letter to the Board of Pardons pursuant to the provisions of NRS 213.020.		
Observe or participate in an appellate argument in a Nevada or Federal Court.		
Review and discuss alternate case dispositions, such as drug court, plea in abeyance agreements, etc. Understand the statutory limitations and office policy regarding each.		
Review and understand "No Contest" pleas, "Sery" pleas, "Alford" pleas and pleas of "Guilty and Mentally Ill." Explain the conditions under which each plea may be offered and when a prosecutor may agree with the entry of each. Understand the provisions that must be contained in the Statement of Defendant for each plea.		
Review and discuss Pre-sentence Reports.		
Review at least two Affidavits in Support of Requests for a Search Warrant that have been prepared by law enforcement officers and discuss any problems you find with the Affidavits.		
Review with a prosecutor experienced in juvenile prosecution the rules and practices in Juvenile Court.		
Review a case report and prepare a delinquency petition for filing in Juvenile Court.		
Participate in charge negotiations with prosecutor's office.		
Participate in discovery demands on prosecutor, including request for exculpatory materials.		
Participate in engagement of private investigator to interview witnesses.		
Review information or indictment for constitutional and/or pleading defects.		
Research elements of crime charged or under		

investigation; discuss.		
Review and discuss pretrial diversion requirements.		
Review and discuss plea in abeyance statute in a particular case and study applicable statute.		
Review and discuss criteria for a one- or two-level reduction of offense in a particular case and study applicable statute.		
Participate in discussions with Pretrial Services (bail).		
Participate in editing Statement by Defendant in Advance of Plea.		
Observe and/or participate in trial.		
Observe and/or participate in entry of plea in court.		
Review and discuss Presentence Report; participate in filing objections.		
Research and participate in analysis of federal sentencing guidelines in particular federal case.		

5h. ELECTIVES: Estate Planning/Probate/Guardianship

Activity or Experience	Check if Selected	Date Completed
Participate in drafting and reviewing at least six of the following:		
<ul style="list-style-type: none"> • <i>Wills.</i> 		
<ul style="list-style-type: none"> • <i>Revocable living trusts: tax planning.</i> 		
<ul style="list-style-type: none"> • <i>Revocable living trusts: non-tax planning.</i> 		
<ul style="list-style-type: none"> • <i>Revocable living trusts: generation skipping tax planning.</i> 		
<ul style="list-style-type: none"> • <i>Irrevocable trusts.</i> 		
<ul style="list-style-type: none"> • <i>Durable powers of attorney.</i> 		
<ul style="list-style-type: none"> • <i>Special powers of attorney for health care.</i> 		
<ul style="list-style-type: none"> • <i>Advanced Health Care Directives.</i> 		
<ul style="list-style-type: none"> • <i>Life insurance trusts.</i> 		
<ul style="list-style-type: none"> • <i>Transfer of ownership documents: quit-claim deeds.</i> 		
<ul style="list-style-type: none"> • <i>Transfer of ownership documents: assignments.</i> 		
Assist in gathering and organizing client information.		
Prepare diagrams of specific estate plans for clients.		
Prepare estate planning binders for clients.		
Prepare Crummey notices for life insurance trusts.		
Prepare notice to creditors (estate or trust) and arrange for publication.		
Prepare inventory of estate.		

5i. ELECTIVES: Family Law

Activity or Experience	Check if Selected	Date Completed
Review and discuss the Rules of Civil Procedure specific to Family Law.		
Review and discuss local rules, if applicable.		
Review and discuss N.R.C.P. 16.2		
Review and discuss the Financial Disclosure Form.		
Observe or participate at a Case Management Conference, if applicable.		
Prepare proposed Case Management Order.		
Create a child support Resource.		
Observe hearing on motion for temporary orders.		
Observe or participate in custody evaluation settlement conference, if permission is granted.		
Participate in a collaborative law meeting if permission is granted.		
Participate in mediation if permission is granted.		
Observe or participate in a family law trial.		
Participate in drafting Order regarding child support and custody.		
Review and discuss Nevada Revised Statutes and applicable rules of procedure regarding post-trial issues.		
Review and discuss rules to seal case and/or have closed hearings.		
Attend Family Court Bench Bar Meeting, if applicable.		
Participate in drafting court pleadings and papers for an uncontested divorce.		
Participate in preparing a premarital agreement or review and discuss statutory requirements, case law, and necessary terms of premarital agreements.		
Attend pro-bono session ("Ask-A-Lawyer Session"), if applicable.		
Visit local self-help center and/or navigate through the court's website regarding self-help services.		

5j. ELECTIVES: Juvenile Law

Activity or Experience	Check if Selected	Date Completed
Attend or participate in a shelter hearing.		
Attend or participate in a disposition hearing.		
Discuss the standards for removal with a Department of Child and Family Services (DCFS) worker.		
Discuss the role of a juvenile Guardian ad Litem; introduce where possible.		
In a Juvenile delinquency case, observe, participate in, or discuss:		
<ul style="list-style-type: none"> • <i>A detention hearing.</i> 		
<ul style="list-style-type: none"> • <i>The role of a probation officer in detention cases.</i> 		
<ul style="list-style-type: none"> • <i>An arraignment.</i> 		
<ul style="list-style-type: none"> • <i>A pre-trial.</i> 		
<ul style="list-style-type: none"> • <i>A trial.</i> 		

5k. ELECTIVES: Business Law

Activity or Experience	Check if Selected	Date Completed
Participate in forming business entities by drafting and reviewing at least one of three categories of documents:		
<i>Corporation</i>		
• <i>Articles of incorporation</i>		
• <i>Bylaws</i>		
• <i>Board minutes/resolutions</i>		
• <i>Stockholder minutes/resolutions</i>		
<i>Limited-Liability Company</i>		
• <i>Articles of organization</i>		
• <i>Operating agreement</i>		
• <i>Manager minutes/resolutions</i>		
• <i>Member minutes/resolutions</i>		
<i>Limited Partnership</i>		
• <i>Certificate of limited partnership</i>		
• <i>Limited partnership agreement</i>		
• <i>General partner minutes/resolutions</i>		
• <i>Limited partner minutes/resolutions</i>		
Participate in drafting and reviewing at least three of the following:		
• <i>Stockholders' agreements</i>		
• <i>Buy-sell agreements</i>		
• <i>Investor rights agreements</i>		
• <i>Redemption agreements</i>		
• <i>Registration rights agreements</i>		
• <i>Noncompetition agreements</i>		
Participate in drafting and reviewing at least three of the following loan documents:		
• <i>Loan agreements</i>		
• <i>Promissory notes</i>		
• <i>Security agreements</i>		
• <i>Pledge agreements</i>		
• <i>Deeds of trust</i>		
• <i>UCC1 financing statements</i>		
Participate in drafting and reviewing at least three of the following documents related to mergers and acquisitions:		
• <i>Letters of intent</i>		
• <i>Due diligence checklists</i>		
• <i>Asset purchase agreements</i>		
• <i>Stock purchase agreements</i>		
• <i>Agreements and plans of merger/conversion</i>		

<ul style="list-style-type: none">• <i>Bills of sale</i>		
<ul style="list-style-type: none">• <i>Authorizing minutes/resolutions</i>		

5I. ELECTIVES: Tax Law

Activity or Experience	Check if Selected	Date Completed
Prepare and analyze tax calculations.		
Participate in preparing certain IRS tax forms, including the following:		
<ul style="list-style-type: none"> • <i>Form 2553 (S Corporation Election).</i> 		
<ul style="list-style-type: none"> • <i>Form 709 (Gift Tax Return).</i> 		
<ul style="list-style-type: none"> • <i>Form 706 (Estate Tax Return).</i> 		
<ul style="list-style-type: none"> • <i>Form 1041 (Income Tax for Trusts).</i> 		

5m. ELECTIVES: Real Estate Law

Activity or Experience	Check if Selected	Date Completed
Search a title at Recorder's Office or review a title commitment or preliminary title report and all exceptions.		
Participate in drafting and reviewing at least four of the following:		
<ul style="list-style-type: none"> • <i>Real estate purchase and sale agreement, conveyancing documents (e.g., grant, bargain and sale deed, declaration of value and assignment of leases) and escrow instructions for commercial property.</i> 		
<ul style="list-style-type: none"> • <i>Residential real estate purchase and sale agreement/purchase agreement and earnest money deposit receipt, conveyancing documents (e.g., grant, bargain and sale deed and declaration of value) and escrow instructions.</i> 		
<ul style="list-style-type: none"> • <i>Deeds of Trust, Security Agreement and Assignment of Rents and related promissory note and other secured obligation.</i> 		
<ul style="list-style-type: none"> • <i>Commercial lease (Free standing premises/shopping center or ground lease).</i> 		
<ul style="list-style-type: none"> • <i>Residential lease.</i> 		
<ul style="list-style-type: none"> • <i>Covenants, conditions and restrictions for commercial property or common interest community.</i> 		
<ul style="list-style-type: none"> • <i>Reciprocal easement agreement, license or easement between adjoining landowners.</i> 		
<ul style="list-style-type: none"> • <i>Notice of default and election to sell and notice of sale for deed of trust.</i> 		
<ul style="list-style-type: none"> • <i>Short sale application and agreement.</i> 		

5n. ELECTIVES: Employment Law

Activity or Experience	Check if Selected	Date Completed
Review and discuss the NERC administrative process. Review or participate in drafting a charge or the response to a charge.		
Prepare for and participate in the NERC administrative process, including a resolutions conference or an appeal to the NERC mediator.		
Participate in drafting a separation or settlement agreement.		
Participate in consultation with management on HR issues.		
Prepare for and observe or participate in an unemployment benefits insurance appeal hearing.		
Review and discuss an ongoing employment law issue, such as a claim under Title VII, the Family Medical Leave Act, the Americans with Disabilities Act, or other substantive federal law or its state counterpart.		
Participate in the ENE program or settlement conference.		
Observe an investigation into workplace misconduct.		
Attend a presentation/training given by a lawyer, on sexual harassment.		
Discuss in depth the process for new client intakes.		
Opposition to Summary Judgment Motions: attend a hearing on dispositive motion.		

50. ELECTIVES: Intellectual Property Law

Activity or Experience	Check if Selected	Date Completed
Observe or participate in a client interview.		
Participate in patent search/evaluation.		
Participate in drafting and filing a patent application.		
Participate in filing an Information Disclosure Statement (IDS).		
Participate in drafting an Office Action response.		
Participate in a telephone conversation with an Examiner.		
Participate in preparing and drafting an appeal brief.		
Discuss and review techniques for successful patent prosecution.		
Discuss and review techniques for successful patent prosecution.		
Observe or participate in a client interview.		
Participate in trademark search/evaluation.		
Participate in drafting and filing a trademark application.		
Participate in drafting an Office Action response.		
Participate in preparing and drafting an appeal brief.		
Discuss and review techniques for successful trademark prosecution.		
Participate in trademark litigation.		
Participate in drafting and filing a copyright application.		
Participate in drafting an intellectual property license agreement.		
Participate in drafting an internet privacy policy.		
Participate in drafting an internet terms of use agreement.		
Participate in drafting a take down procedure under the Digital Millennium Copyright Act.		
Prepare a domain name purchase agreement.		
Participate in a UDRP dispute.		
Participate in drafting a name and likeness release or model release.		
Read and discuss the Nevada privacy and encryption statute.		
Review the FTC red flat rules.		
Prepare a nondisclosure agreement.		

5p. ELECTIVES: Gaming Law

Activity or Experience	Check if Selected	Date Completed
Review and discuss the two-tier regulatory structure of Nevada including roles of the Nevada Gaming Control Board, its divisions, Nevada Gaming Commission and the Nevada Attorney General's Office, including voting rules of the Board and Commission.		
Review and discuss the gaming application process, including burden of proof, no constitutional right or entitlement to a license, no right of judicial review, non-restricted vs. restricted gaming (as well as forms and levels of review), private vs. public companies, transfers of interest, the necessity of all applicants to exercise full disclosure and cooperate in the Board's investigation, denial implication (legal and reality, including Gray List pursuant to NRS 463.165(8)), withdrawal of applications (only by the Board, with and without prejudice and when to seek a withdrawal).		
Participate where possible in preparing applications (individual and entity applications, including continuous or delayed public offering or shelf applications)		
Review and discuss the disciplinary process, including burden of proof, roles of the Board, Commission and Attorney General's Office, types of disciplinary actions (<i>i.e.</i> , regulatory violation letters, order to show cause and complaints filed with the Nevada Gaming Commission pursuant to NRS 463.310) and evidentiary standard ("any evidence" standard per Regulation 7.160(2), <i>Nevada Gaming Comm'n v. Consolidated Casino Corp.</i> , 94 Nev. 139, 141, 575 P.2d 1337(1978)).		
Participate where possible in the disciplinary process, including settlement discussions and evidentiary hearings where settlements cannot be reached (<i>i.e.</i> , answering complaints, discovery, motions and hearing before the Nevada Gaming Commission).		
Attend a Nevada Gaming Control Board and/or Nevada Gaming Commission hearing.		
Review and discuss gaming taxation (gross gaming revenue and live entertainment taxes), claims for refund vs. petitions for redetermination, settlements and evidentiary hearings, as well as understand the ramification		

of NRS 463.270(8) regarding involuntary surrender of gaming license for failure to renew by paying gaming fees and taxes in timely manner.		
Participate in drafting memorandums of points and authorities pursuant to Regulation 6.170 and 6.180.		
Review, discuss and participate where possible in miscellaneous matters, including patron dispute process, work card appeals, new games vs. modifications, regulation adoption/amendment process, compliance programs and List of Excluded Person, aka "Blackbook."		

5q. ELECTIVES: Pro Bono Work

Activity or Experience	Check if Selected	Date Completed
Visit a legal aid office to become familiar with the legal resources available for low income individuals in your community.		
Visit a legal aid office to learn about pro bono opportunities available to assist low income individuals in your community and how the clients can access these legal services.		
Attend a pro bono event (a Celebrate Pro Bono Week event, a pro bono reception, a pro bono luncheon).		
Co-counsel a pro bono case.		
Accept a pro bono case.		
Participate in an Ask-A-Lawyer program.		
Participate in a clinic assisting low income clients.		
Attend a CLE program sponsored by a legal aid office or pro bono program and accept a case or Ask-A-Lawyer shift.		
Attend a pro bono support lunch where pro bono attorneys discuss their pro bono cases.		
Author an article for publication on pro bono service.		
Volunteer for a pro bono project with the Access to Justice Commission.		
Recruit lawyers in the community to perform pro bono work.		
Volunteer for a pro bono project with a legal aid or pro bono organization in your community.		
Prepare brochures/materials/pamphlets for a legal aid or pro bono organization.		

5r. ELECTIVES: Other

Activity or Experience	Check if Selected	Date Completed



MEMORANDUM

To: TIP Standing Committee
From: Theresa Freeman, Program Manager
Date: July 10, 2013
Re: Ten Minute Mentor

The Texas Bar hosts a Ten Minute Mentor program online with video presentations from lawyers in their areas of expertise (see <http://www.texasbarcle.com/CLE/TYLA/Home.asp>). The videos are usually 10 minutes or less and are concise, practical and free. These videos may be of interest to new attorneys looking for a quick resource.

We would like to do a rendition of the Ten Minute Mentor for Nevada and post it on our State Bar website. Below are some suggestions we have in mind for our ten minute videos. We welcome additional suggestions from the Committee.

PRESENTER	TITLE/TOPIC
John Shook; Shook & Stone Chtd.	Jury Arguments
Eleissa Lavelle; JAMS	Mediation/Arbitration Tips
Archie McRimmon, CPA	Tax Withholdings for Attorney and Staff
Barbara Buckley; LACSN	Making the Case for Pro Bono
Marc Mersol; State Bar of Nevada	10 Tech Tips in 10 Minutes
Mark Gunderson; Gunderson Law Firm	Office Management Tips
Shea Backus; Backus, Carranza & Burden	Perfecting Construction Liens
John Hunt; Morris Polich & Purdy	Trial Practice Tips
Mike Haight; Henness & Haight	Personal Injury Tips
Monica Plaxton-Garin; Charleston Insurance Group	How to Get the Best Insurance Rate for your Firm

A VIEW OF THE TRANSITIONING INTO PRACTICE (TIP) PROGRAM FROM THE MENTOR/MENTEE PERSPECTIVE

BY THERESA FREEMAN, CLIENT PROTECTION MANAGER

The Transitioning into Practice (TIP) program is well underway; the third six-month cycle began in January 2013. The program replaced the previous Bridge the Gap program with a one-on-one mentorship program that individualizes the transition into practice by pairing each new attorney with a Supreme Court-approved mentor. Mentors and mentees are matched by general interest in similar areas of law and are required to complete a mentoring plan for the program. Portions of the mentoring plan are standardized and require that certain elements be met. However, many elements of the mentoring process are left to the mentor, along with the new lawyer's input. Mentors and mentees may also customize the plan to suit their needs within their particular area of law. With two six-month TIP pilot cycles completed, most of the feedback has been positive.

Here we share some mentor/mentee perspectives:

Mark Gunderson is a small practice owner in Reno and has been in practice since 1979. As an official TIP mentor, and an unofficial mentor to his daughter, son-in-law and various young attorneys, he gives his unique perspective on the TIP program and what can be gained by both mentor and mentee:

“TIP is a forward-thinking and practical way to better prepare new attorneys in Nevada to practice law effectively and ethically. The TIP program very thoroughly and completely addresses many critical practice areas and tasks to better serve new attorneys in becoming effective and ethical attorneys. The interaction required between the mentor and mentee to address the critical practice areas and tasks provides a unique and well suited way to start new attorneys in practice.

In my experience, if both the mentor and mentee approach the required tasks with a positive attitude in a fostering learning environment, a great deal can be gained from the TIP program. That, of course, requires a good faith commitment by both parties. While that may not always be possible, the opportunity is there for a very positive and educational experience.

The days of when new attorneys would largely be mentored in public practice or private practice law firms before starting their own individual practices are gone. TIP fills that gap and provides uniquely tailored mentoring to better serve the new attorneys as well as the public.

As a mentor, it has likewise broadened my experience with new attorneys, their attitudes and approaches, and been a good educational experience as well. In fact, those I have mentored still reach out to discuss their practice issues, which facilitates more than the mere satisfaction of a requirement.”

Dana Place-Jantos is a TIP mentee in Gardnerville, Nevada. Place-Jantos has been licensed since 2003 and asked to participate in the TIP program even though it was not required of her. She and her mentor, Justin Clouser, practice in rural areas of the state. Place-Jantos speaks about how the TIP program gives the mentee “real world experience” in the practice of law:

“As part of the inaugural group of TIP mentees, my perspective is unique, because I not only completed the Transitioning into Practice program, but the Bridge the Gap program as well.

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VIEW OF THE TIP PROGRAM

continued from page 21

Although the Bridge the Gap program for newly admitted attorneys was necessary and useful, it lacked the one-on-one real world experience that is gained by working with an experienced mentor. I view the mentor-mentee relationship as an indispensable part of making the leap from the safety of law school to the real world practice of law. Once a newly admitted attorney accepts her first case, she is now ultimately responsible for the client's well-being. This is an awesome and daunting responsibility. Luckily, the TIP program gives the new attorney a moment of pause to *transition* from a theoretical attorney to one who is practice-ready. For example, the mentor not only reviews the ethics of practice, but the nuts and bolts as well.

The mentor can also offer an insider's view of the local legal profession. For example, my mentor not only took me to court with him, but also met with me at bar association luncheons, and other legal and political functions. He introduced me to judges, executive assistants, lawyers and clerks in my own community. As a seasoned practitioner, he was able to impart a critical understanding of what it takes to be a successful practitioner in a rural environment. The value of a mentor cannot be overstated."

Justin Clouser – Place-Jantos's mentor, Justin Clouser, agrees. He is a small practice owner in Minden, Nevada and was licensed in 1986. Clouser shares his experiences with the TIP program and expounds on the value TIP has for both mentor and mentee:

"I enjoy teaching and try to present at least one CLE each year, but I had never taught one-on-one before so I was interested in seeing how that would work. I already knew my mentee, so we jumped right into the workbook and planned out the assignments. Having an eager mentee certainly made the experience more productive and enjoyable. However, I discovered as we went through the various assignments that it was also a very productive exercise for me, too. The discussions and questions that were raised as we went from topic to topic allowed me to reflect on why I did certain things the way I did. Being able to share my experiences – good and bad – was helpful for both of us. I commend the bar for this program and encourage other experienced practitioners to participate and share their knowledge and experiences."

William "Bill" Terry was one of the first attorneys to volunteer to serve as a mentor in the TIP program. Terry has been licensed since 1973 and runs a solo practice in Las Vegas. He gives us his thoughts on the TIP program and how it provides the "missing element" in the transition from passing the bar exam to actual practice:

"Having practiced in Nevada for a long period of time, but likewise recalling how difficult it was to start out as an attorney, I welcome the concept of the mentor/mentee. Law school obviously provides the basics for any practitioner, and the passing of the Nevada bar is an indicator that an individual is competent to practice law in the state. Unfortunately, what is missing is the practical aspect of what it is like to practice law on a day-to-day basis.

Bridge the Gap typically consisted of a one-day program for new admittees to acquaint them to the court system, but it did not provide the answer to the question, 'How do I do this?' The TIP program, in my view, has been extraordinarily successful in providing this missing element.

My first mentee was an exceedingly enthusiastic mentee named Zohra Bakhtary. Because my practice necessitates appearances each and every day and oftentimes in multiple jurisdictions, my mentee and I both felt that it would be helpful if she made these appearances with me. She would come to my office each morning whether there were basic cases on calendar or extraordinary cases such as a preliminary hearing, a sentencing, etc. She was introduced to court staff and other attorneys, but most importantly, she had the



opportunity to see how the court actually functioned. Every judge in every court has ... unique procedures. To learn these procedures is critically important. My mentee was able to meet the prosecutors and was able to see how each court worked whether it was justice court, district court, Henderson courts, etc. My mentee was even given projects, which she fulfilled. She was, in effect, the ideal mentee.

The continued success of the TIP program stands critically upon the relationship between the mentor and the mentee. The mentee should be allowed to in effect pick his or her mentor and vice versa. My area of law deals predominantly with criminal matters and it is therefore critical that a mentee have the same interests and will ultimately appear in the same courts that we go to. If I, for example, was the mentor to an individual that was more interested in the civil aspects of law, I could not be as helpful. However, the learning process would still be the same as far as the relationship was concerned. The TIP program should absolutely continue, but it requires the mentee's desire to learn and the mentor's desire to teach."

Zohra Bakhtary was paired with her mentor, Bill Terry, after she personally came to the state bar office and requested him as her mentor – before knowing whether he had even applied to serve! Bakhtary discusses the importance of the TIP program to the newly admitted attorney:

"The first year of practice of law is fundamental to the decision of what type of attorney one will become.

While I had a general idea of what type of attorney I wanted to be, I was not sure how to accomplish my goals. I was fortunate enough to be paired up with attorney William “Bill” Terry. He is not only one of the best criminal defense attorneys in the state of Nevada, but also well respected and accomplished in the legal community. He taught me the importance of being an attorney with integrity, character and ethics. The TIP program gave me an opportunity to acquire practical skills necessary to the practice of law prior to starting my legal career.”

Lynsey Williams is a TIP Mentee in Las Vegas. Williams was licensed in 2011 and recently relocated to Nevada from out of state. She explains how a good mentor is such a benefit for a new attorney and how TIP helped her make connections in the legal community:

“I had been practicing law for a few months before entering the pilot session of the TIP program. I was excited to be paired with a mentor I hadn’t met previously since I had moved to Nevada from another state and had lost most of my network due to relocation. What a pleasure it was to work with Billie-Marie Morrison. Not only were we able to discuss the topics needed in the TIP program, but she was able to branch out to other attorneys she knew and introduce me to great networking opportunities such as SNAWA and the Young Lawyers Section. She is a perfect example of what a mentor is supposed to be. She was flexible with her scheduling, she always had a quick response to my inquiries and she portrayed much wisdom as to an attorney’s role with regard to different aspects of the law. I am appreciative of her attentiveness, her knowledge and learning from her experiences. I couldn’t be more pleased to have gotten the chance to know her and have the opportunity to see what being an attorney is all about.

The Nevada Supreme Court recently signed an order extending the TIP Pilot Program for another year. With all the positive feedback and continued improvement of the TIP program, we have asked the Supreme Court to permanently amend its rules to make TIP the method by which we introduce new attorneys to the practice of law in Nevada. If you are interested in serving as a TIP mentor, please apply online at <http://www.nvbar.org/tip>. ■

Published in the February ALA Las Vegas Chapter Publication

New Attorneys Benefit from Mentorship Program

By: Lisa McGrane, State Bar of Nevada Program Director

This past October, more than 170 newly admitted attorneys “graduated” from the State Bar of Nevada’s Transitioning into Practice (TIP) mentorship program. The program, which was implemented in November 2011, replaces the longstanding Bridge the Gap seminar with a six-month one-on-one connection with an experienced and well respected member of the legal community.

The TIP program operates in two six-month cycles each year and is mandatory for all newly admitted attorneys. However, deferment and exemption provisions are in place depending on current employment/license status and past practice in other jurisdictions.

Transitioning into Practice is the result of a year-long brainstorm involving Supreme Court Justice Nancy M. Saitta, State Bar Past President Constance A. Akridge, and a team of big-thinking attorneys and State Bar of Nevada staff who saw a need for a comprehensive introduction to legal practice in Nevada using a tailored approach.

The TIP program provides a personalized mentorship experience to support newly admitted attorneys getting their start in the legal community. The program consists of mandatory and elective elements geared toward assisting new lawyers in acquiring the practical skills and judgment necessary to practice in Nevada. Program elements can be tailored to meet the needs of public and private attorneys practicing in various specialties. Core curriculum modules include elements covering:

- The Nevada legal community;
- Personal and professional development and ethics;
- Law office management and the practice of law; and
- Client communications, advocacy and negotiation.

“I think the mentoring program, now known as TIP, will be a tremendous opportunity for our new and seasoned attorneys,” said Saitta. “While the former Bridge the Gap program served our legal community well, the time had come for a more closely monitored, ongoing program to assist new lawyers as they assimilate into the Bar. With the program goal being an enhanced model of professionalism, everyone – lawyers, clients, and judges – will benefit.”

Program Customization

Whether in public or private practice, in a small or large setting, TIP has something to offer every new attorney. “The great feature of the mentoring program is that the curriculum may be customized based upon the practice setting and the practice area of the new lawyer. Additionally, the program is designed to dovetail with any mentoring programs in place in public law or private law settings,” said Akridge.

Transitioning into Practice covers the basics – from reviewing the Rules of Professional Conduct to drafting retainer agreements – and then takes it up a notch. Mentors are paired with new attorneys practicing in the same area of law and/or in the same office location. This allows for customized training based on areas of specialty and interest.

For example, a new attorney interested in practicing family law will be paired with a mentor practicing in the same area. Within the Program curriculum is an elective section in family law. The new attorney and mentor can focus on that specific element to complete the elective section or combine that practice area elective with other electives, such as client interviewing and counseling or alternative dispute resolution. New attorneys and their mentors are also able to develop their own elective activities and experiences.

First TIP Cycle Results

During the first TIP cycle, the majority of mentors reported spending between 10 and 25 hours with their new attorney completing the TIP Mentor Plan. The Plan, along with a one-CLE credit mentor training video and a wealth of resources, are all available online. Members of the TIP Standing Committee, chaired by attorney Gregory J. Kamer, are also available as mentor “coaches” if questions or concerns arise during the course of the TIP cycle.

The new attorneys are responsible for keeping track of completed Mentor Plan elements and submitting the completed Plan online. Mentors are then asked to verify Program completion at the end of the TIP cycle.

The state bar surveyed the participants in the first TIP cycle. The survey results revealed:

- 96% of mentors stated they would recommend serving as a mentor to other experienced practitioners.
- 96% of mentors found the Mentoring Plan and TIP elements easy to follow.
- 85% of mentors found areas of interest in common with their new attorneys.
- 95% of mentors ranked their relationship with their new attorneys as “Excellent” or “Good” and expect to maintain a relationship with their new attorney after the TIP cycle ends.

One mentor shared the following advice with other attorneys serving in the program: “Have fun. Impart important information and don't worry as much about "training" or "teaching" the mentee every little aspect of the law - it's impossible. Focus on larger, important issues like ethics, treatment of other attorneys, treatment of clients, etc.”

Benefits to Service

The benefits to new attorneys are numerous. One new attorney participating in TIP commented, “We got to cover the little details that people just assume you know, but no one actually ever tells you or talks about.” Many experienced attorneys today wished they had a mentor like that when they first started practicing.

The benefits to serving as a mentor are practical as well. Mentors receive three continuing legal education credits (2 ethics) for each TIP cycle in which they serve and the state bar also makes available relevant CLE programming to TIP participants at reduced cost. Mentors may elect to work with any new attorney in the community or from within the firm only.

Each TIP cycle also begins with a kickoff event in Las Vegas and Reno. This networking event gives mentors and new attorneys a chance to get to know each other, meet members of the judiciary, and learn about the services and benefits offered through the state bar.

The program also emphasizes the importance of pro bono service to the community.

“I am excited that new lawyers will learn the importance of our obligation under SCR 6.1 to provide pro bono services and the benefit of pro bono service in developing practice skills,” said Akridge. Another fantastic part about the program is that new admittees will learn about the opportunities available for them to become involved in the legal community including the many opportunities to perform bar service.”

In fact, Barbara Buckley with Legal Aid of Southern Nevada reached out to the state bar to create a semi-annual lunch event. Together with members of the bench, legal aid representatives provide an overview of the benefits of pro bono and how new attorneys can gain experience by working as a pro bono lawyer.

Future of TIP Program

Justice Saitta sums it up best: “The practice of law is complex, trying and ever evolving. By partnering our young attorneys with more experienced lawyers we can guide the practice of law in such a way that we meet the needs of those we serve while teaching young professionals the subtleties of our system. I have no doubt that our new lawyers will also teach our “senior” lawyers a lot, too.”

“I firmly believe that our legal community will be better for this program,” Saitta added.

Attorneys who wish to serve as mentors must apply to do so. Applications are vetted by the TIP Standing Committee, approved by the state bar’s Board of Governors, and are submitted to the Supreme Court of Nevada for formal appointment. To date, there are more than 270 Supreme Court appointed attorneys serving as mentors who represent large and small firms, solo practitioners, government agencies and in-house counsel.

The State Bar of Nevada continues to recruit volunteers across the State to serve as mentors. Applications may be submitted and additional information can be found online at www.nvbar.org/tip.



TRANSITIONING into PRACTICE

A Mentor Program for Nevada Attorneys

Thank you to the following legal organizations for volunteering more than 250 mentors to serve in the Transitioning into Practice (TIP) mentorship program!

ACLU of Nevada	Farmer Case Hack & Fedor	Law Offices of Richard F. Cornell	Rice Silbey Reuther & Sullivan, LLP
Akerman Senterfitt, LLP	Fennemore Craig Jones Vargas	Law Offices of Sigal Chattah	Richard Harris Law Firm
Aldrich Law Firm, Ltd.	Ford Walker Haggerty Behar	Leach Johnson Song & Gruchow	Robert C. Maddox & Associates
Alverson Taylor Mortensen & Sanders	Fox Rothschild, LLP	Leah A. Martin, Esq., P.C.	Roberts Stoffel Family Law Group
Angres & Axelrod, Ltd.	G&P/Schick	Lee, Hernandez, Landrum, Garofalo & Blake	Robison, Belaustegui, Sharp & Low
Aristocrat Technologies, Inc.	Gallian Wilcox	Legal Aid Center of Southern Nevada	Routsis Hardy-Cooper
Armstrong Teasdale, LLP	Ganz & Hauf	Lemons, Grundy & Eisenberg	Santoro Whitmire
Atkin Winner & Sherrod	Georgeson Angaran	Leverly & Associates Law, Chtd.	Shadek Reese Ltd
Backus, Carranza & Burden	Glen J. Lerner & Associates	Lewis and Roca LLP	Shimon & Smith, PC
Bailey Kennedy, LLP	Goodman Law Group	Lincoln Gustafson & Circos	Shook and Stone
Benjamin Durham Law Firm	Goodsell & Olsen	Lionel Sawyer & Collins	Shumway Van & Hansen
Bingham Snow & Caldwell	Goold Patterson Ales & Day	Luh & Associates	Silverman, Decaria & Kattelman, Chtd.
Black & LoBello	Gordon & Rees LLP	Lyons Law Firm	Smith Larsen & Wixon
Bogatz & Associates	Gordon Silver	M. Nelson Segel, Chartered	Snell & Wilmer, LLP
Bowler Dixon & Twitchell LLP	Greenberg Traurig	Mace J. Yampolsky, LTD	Southern Nevada Health District
Bradley, Drendel & Jeanney	Gunderson Law Firm	Mainor Eglet	Southwest Gas Corporation
Brady, Vorwerck, Ryder & Caspino	Hall Jaffe & Clayton LLP	Malcolm & Cisneros	State of Nevada Commission on Ethics
Bremer Whyte Brown & O'Meara	Hammer & Associates	Marc Picker, Esq., Ltd.	State of Nevada Division of Insurance
Brooks Bauer LLP	Hawkins, Folsom & Muir	Marcin Lambirth, LLP	Stein & Rojas
Brownstein Hyatt Farber Schreck, LLP	Henness and Haight, Injury Attorneys	Marquis Aurbach Coffing	Stephens Gourley & Bywater
Bryan A. Lowe & Associates, P.C.	Holland & Hart	Marshall Law Office	Storey County District Attorney's Office
Bush & Levy, LLC	Hutchison & Steffen, LLC	Matsuka Law Office, Ltd.	Taggart & Taggart
C. Nicholas Pereos, Ltd.	Incline Law Group, LLP	Matthew L. Johnson & Associates, P.C.	The Dickerson Law Group
Callister & Frizell, PLLC	J.M. Clouser & Associates, Ltd.	Maupin, Cox & LeGoy	The Drakulich Firm, APLC
Campbell & Williams	Jackier Gould, PC	Mayfield, Gruber & Sheets	The Faux Law Group
Carrasco Law Practice, LLC	JAMS/ Lavelle & Associates	McCormick Barstow	The Galliher Law Firm
Christensen Law	Jeffrey S. Posin & Associates	McDonald Carano Wilson, LLP	The Law Offices of Kristina Wildeveld
Churchill County District Attorney's Office	Jolley Urga Wirth Woodbury & Standish	McNeil, Tropp, Braun & Kennedy	The Wright Law Offices
City of Henderson	Joseph A. Scalia, Ltd.	Michael B. Lee, P.C.	Thorndal, Armstrong, Delk, Balkenbush & Eisinger
Claggett & Sykes Law Firm	Kaempfer Crowell	Michaelson & Associates	Truckee Meadows Community College,
Clark County District Attorney's Office	Kahle & Associates	Michelle L. Abrams, Ltd.	Desert Research Institut and Great Basin
Clark County Public Defender	Kainen Law Group, PLLC	Moran Law Firm	College
Clarkson Draper & Beckstrom, LLC	Kamer Zucker Abbott	Morris Law Group	Truitt Law Group
Cogburn Law Offices	Kaufman, Kaufman & Associates, PC	Nevada Legal Services	Valarie I. Fujii & Associates
Cooksey Toolen Gage Duffy & Wong	Kelleher & Kelleher	Nevada Office of the Attorney General	Washoe County District Attorney
Copenhaver & McConnell, PC	Kemp, Jones & Coulthard	Nguyen & Lay	Washoe County Public Defender
Cotton, Driggs, Walch, Holley, Woloson & Thompson	Koeller Nebeker Carlson & Haluck, LLP	Olson Cannon Gormley Angulo Stoberski	Watson Rounds
Craig P. Kenny & Associates	Kolesar & Leatham	Oronoz & Ericsson	Weinberg, Wheeler, Hudgins, Gunn & Dial, LLC
Darren J. Welsh, Chartered	Law Office of Becky A. Pintar	Oronoz Law Offices	Wells & Rawlings
David J. Merrill, P.C.	Law Office of Betsy Allen	Parker Scheer Lagomarsino	White & Wetherall, LLP
David J. Winterton & Assocaites, Ltd	Law Office of Casey Campbell	Parsons Behle & Latimer	White Pine County District Attorney
David Salmon & Associates, Inc.	Law Office of Daniel Marks	Paul C. Ray, Chtd.	William B. Terry, Chartered
De Castroverde Law Group	Law Office of Ernest A. Buche, Jr.	Peel Brimley, LLP	Wilson Barrows Salyer Jones
Deaner, Malan, Larsen & Ciulla	Law Office of Michael F. Bohn	Peri & Sons Farms, Inc.	Wood Smith Henning & Berman
Denton Lopez & Cho	Law Office of Miriam E. Rodriguez, PC	Pershing County District Attorney	Woodburn and Wedge
Dubowsky Law Office, Chtd.	Law Office of Richard Segerblom, Ltd.	Personal Injury of Nevada	Wrona Law Firm
Dyer Lawrence Law Firm	Law Office of Shell Mercer	Prince & Keating	Yan Kenyon
E. Alan Tiras, PC	Law Office Virginia Hunt	Raleigh & Hunt, P.C.	Zimmerman Law Firm
Eglet Wall	Law Offices of Cindy Lee Stock	Ray Lego & Associates	
ElizaBeth Beyer, Esq.	Law Offices of James K. Burau	Reade & Associates	
Emerson & Manke, PLLC	Law Offices of John Thayer Clark, P.C.	Reno City Attorney's Office	
Fabian & Clendenin	Law Offices of Kenneth S. Stover	Reynolds & Associates	
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Standing Committee on Transitioning into Practice

ACTION ITEM:

A Transitioning into Practice (TIP) Taskforce was created to establish the TIP program, set forth program materials and implement overall policies related to the program. With the launch of TIP, a Standing Committee is needed to replace the current Taskforce and oversee the program. An outline of the Committee structure is provided below for Board of Governor approval.

PURPOSE:

The Standing Committee on TIP is created to lead in the further development and support of the state bar mentoring program. This committee works with the bar on a high level for the overall functioning of the program and reports directly to the Board of Governors.

VOLUNTEER MEMBERS ROLES/RESPONSIBILITIES:

The standing committee, consisting of seven members, shall meet at least two times annually, either face-to-face or via videoconference. Responsibilities will also be completed throughout the year using email, conference calls and/or one-to-one meetings. The primary functions of this group are to:

1. Review mentor applications and recommend appointments to the BOG.
2. Serve as coaches to the mentors.
3. Review and approve/deny applications of financial hardship and requests for program deferrals.
4. As necessary, support the state bar with high-level administration of the program

The Board of Governors may appoint up to one (1) ex-officio member to the Standing Committee on TIP.

REQUIRED & DESIRED SKILLS/EXPERIENCE:

Volunteers must be a member of the State Bar of Nevada with no prior disciplinary actions in any jurisdiction over the past 10 years and must have practical experience consisting of the participation in an informal or formal mentoring relationship. Volunteers must possess a reputation in the local legal community for competence and ethical and professional conduct. The ability to lead/guide and superb listening skills desired.

TERMS OF APPOINTMENT:

Members shall serve for two-year terms, subject to reappointment by the Board of Governors, for a lifetime total of eight years.