



REPORT ON THE

TRANSITION INTO LAW PRACTICE PROGRAM

BY THE

STANDARDS OF THE PROFESSION COMMITTEE

OF THE

COMMISSION ON CONTINUING LAWYER COMPETENCY

PURSUANT TO

THE STATE BAR OF GEORGIA'S "SUNSET POLICY"

TO THE

SUPREME COURT OF GEORGIA

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BOARD OF GOVERNORS

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EXECUTIVE COMMITTEE

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**COMMISSION ON CONTINUING
LAWYER COMPETENCY**

JANUARY 16, 2008

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TRANSITION INTO LAW PRACTICE PROGRAM
BY THE
STANDARDS OF THE PROFESSION COMMITTEE

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EXECUTIVE

SUMMARY

I'm glad I was admitted to practice law when this program was being offered. Please continue providing the mentoring program – its great!

- A Beginning Lawyer in Outside Mentoring

I. Purpose Of Executive Summary

1. Compliance With “Sunset Policy”. This document is an Executive Summary of the Standards of the Profession Committee Report Pursuant To the State Bar of Georgia’s “Sunset Policy” adopted by the Board of Governors on August 19, 2004. In accordance with the “Sunset Policy”, all new programs are allowed to operate for three years. In the third year, the Program must be evaluated for effectiveness.

Because the Transition Into Law Practice Program (the “Program”) was created pursuant to State Bar Rules approved by the Supreme Court of Georgia, the Supreme Court retains the ultimate authority to authorize the Program’s continuation. The Program also operates under Regulations promulgated by the Commission on Continuing Lawyer Competency (the “CCLC”).

2. Program Accountability To State Bar Leadership. The Program Director has provided status reports at every CCLC meeting since the Program began. Members of the Board of Governors have received formal reports as follows: June 4, 2005 (oral report); August 18, 2005 (oral report); November 18, 2005 (oral and written report); June 3, 2006 (oral and written report); September 15, 2006 (oral and written report); April 11, 2007 (oral and written report); and November 2, 2007 (written report).

Prior to submitting this report to the Supreme Court of Georgia, the Standards of the Profession Committee will, in compliance with the State Bar of Georgia’s “Sunset Policy”, present this Report to: (1) the CCLC; (2) the Executive Committee of the Board of Governors of the State Bar of Georgia; and, (3) the Board of Governors of the State Bar of Georgia.

II. Overview of Transition Into Law Practice Program

A. Program Goal. The goal of the Program is to afford every Beginning Lawyer newly admitted to the State Bar of Georgia with meaningful access to an experienced lawyer equipped to teach the practical skills, seasoned judgment, and sensitivity to ethical and professionalism values necessary to practice law in a highly competent manner.

B. Program Enrollment. The Mandatory Transition Into Law Practice Program applies to all Beginning Lawyers admitted to the State Bar of Georgia after June 30, 2005, with specified exceptions.¹ Since the Program began, 1,709 Beginning Lawyers have completed the Program, and 1,009 Beginning Lawyers are currently enrolled in the Program.

C. Program Components. The Program is an educational program that consists of two (2) components: (1) a Mentoring component; and, (2) a Continuing Legal Education component.

¹ Lawyers who enter the practice of law as federal, state local, or other governmental employees may satisfy the requirements of the Program by participating in an approved new lawyer mentoring program specially designed for the governmental office or agency under policies and procedures established by the Standards of the Profession Committee and the Commission on Continuing Lawyer Competency.

The following lawyers are not covered by the mandatory program:

1. Lawyers admitted to practice in this state who have principal practices in another state (State Bar Rule 8-104 (C)(4));
2. Lawyers who have been admitted to the practice of law in another United States jurisdiction outside of Georgia for two or more years prior to admission to practice in Georgia (State Bar Rule 8-104 (B)(1)(a)); and
3. Lawyers serving as Judicial Law Clerks. These lawyers will not be subject to the mandatory program during the period of the judicial clerkship but will be covered once the clerkship ends for the first year thereafter that they engage in the practice of law in this state. (State Bar Rule 8-104 (B)(1)(b)).

The Mentoring component was developed by, and is administered by, the Transition Into Law Practice Program Department of the State Bar of Georgia under the auspices of the Standards of the Profession Committee.

The Continuing Legal Education component was developed by, and is administered by, the Institute of Continuing Legal Education in Georgia ("ICLE").

D. Mentoring Component. The Supreme Court of Georgia has appointed 1,605 Mentors since the implementation of the Program. Mentor recruitment efforts have been strong and have consistently resulted in the appointment of more Mentors than required. This is one indication of the level of support for the Program amongst experienced members of the Bar.

Mentors must meet minimum qualifications, including being a member of the State Bar of Georgia in good standing, with at least five (5) years practice experience, and with a reputation in the local legal community for competence and ethical and professional conduct.

*This Program is an excellent way to teach
new attorneys how to practice law.*

- An Inside Mentor

1. Three (3) Types Of Mentoring. Three types of Mentoring are offered: **Inside Mentoring** (The Beginning Lawyer works in association with his or her employer-selected Mentor.); **Outside Mentoring** (The Beginning Lawyer is a sole practitioner who is paired one-on-one with a Mentor outside his or her office.); or, **Group Mentoring** (The Beginning Lawyer is either unemployed or employed in a non-legal setting.). A comprehensive manual for each type of mentoring is available for Mentors and Beginning Lawyers on the State Bar of Georgia website. Each manual is an inclusive "one-stop" resource that a Mentor or Beginning Lawyer, without any previous knowledge of the Program, can access for full Program information and forms.

2. Inside Mentoring. Inside Mentors are recruited from within the Beginning Lawyer's law firm or organization. The choice of whom to nominate as Mentor is the prerogative of the Beginning Lawyer's supervisor or the managing partner, subject only to the Mentor's meeting the minimum qualifications of the Program. Similarly, the decision upon whether the Beginning Lawyer – Mentor pairing will be one-on-one or whether several Beginning Lawyers are paired with one Mentor is the prerogative of the Beginning Lawyer's law firm or organization.

*Everyone needs a Mentor – this
experience has been invaluable!*

- A Beginning Lawyer in Inside Mentoring

3. Outside Mentoring. A Beginning Lawyer who is a sole practitioner has the option to nominate his or her own Outside Mentor, subject to his or her nominee's meeting the minimum qualifications for appointment. The majority of Outside Mentors for sole practitioners are recruited through nomination by the Beginning Lawyer. In those instances where the Beginning Lawyer is unable to locate an Outside Mentor on his or her own, the Director of the Transition Into Law Practice Program has the responsibility to pair that Beginning Lawyer one-on-one with an Outside Mentor.

To insure diversity in recruiting Mentors generally, and recruiting Outside Mentors specifically, the Program Director has regularly consulted with the leadership of voluntary bar organizations such as the Georgia Association for Women Lawyers, the Georgia Association of Black Women Attorneys, the Gate City Bar Association, and the State Bar of Georgia Minorities in the Profession Committee. Additionally, the Program Director has briefed the Multi-Bar Leadership Council², and regularly circulates a listing

² The Multi-Bar Leadership Council is comprised of leadership representatives from the following organizations: Atlanta Bar Association; Dekalb Bar Association; Dekalb Lawyers' Association; Gate City

of Beginning Lawyers Needing Outside Mentors to members of the Multi-Bar Leadership Council.

An excellent program – especially for new attorneys going into solo practice. Having a Mentor gives me a “sounding board”.

- A Beginning Lawyer in Outside Mentoring

4. Model Mentoring Plan. To assist Mentors and to maintain structure and uniformity, a Model Plan of Mentoring Activities and Experiences (available on the State Bar of Georgia website) has been developed by the Standards of the Profession Committee. Using the Model Mentoring Plan as a guide, each Mentor and Beginning Lawyer in Inside Mentoring or Outside Mentoring prepares a Mentoring Plan, signs it, and submits it to the Program Director. The Program Director insures that each plan includes minimum key elements approved by the Committee and by CCLC.

5. Compliance For Prosecutors and Public Defenders. Beginning Lawyers employed as Assistant Prosecutors (or Solicitors) or employed as Assistant Public Defenders have complied with Program requirements through participation in compliance programs developed by the Prosecuting Attorneys Council of Georgia, or the Georgia Public Defender Standards Council, in collaboration with the Program Director under policies and procedures established by the Standards of the Profession Committee and CCLC.

6. Compliance For Large Firms – Master Mentoring Plans. Beginning Lawyers associated with law firms and legal organizations that routinely employ significant numbers of newly admitted attorneys each year have complied with Program

Bar Association; Georgia Alliance of African American Attorneys; Georgia Asian Pacific American Bar Association; Georgia Association of Black Women Attorneys; Georgia Association for Women Attorneys; Georgia Hispanic Bar Association; IndusBar of Georgia; and the State Bar of Georgia Diversity Program.

requirements through Master Mentoring Plans. A Master Mentoring Plan is a written plan of mentoring activities and experiences developed in collaboration with the Program Director under policies and procedures established by the Standards of the Profession Committee and CCLC. Master Mentoring Plans have been approved for use by 18 law firms and legal organizations that routinely employ significant numbers of newly admitted lawyers.

7. Group Mentoring. Because the membership of this group of Beginning Lawyers tends to be very fluid - it is common for Beginning Lawyers who are not yet employed in legal positions to transition into and out of employment positions – mentoring for these Beginning Lawyers occurs in groups. Group Mentoring events track the Model Mentoring Plan and provide Beginning Lawyers with the best the Transition Into Law Practice Program has to offer by exposing them to a variety of experienced Georgia lawyers from different backgrounds and practice areas.

Most Group Mentoring events occur at the State Bar Center. No fees are charged for these events. Program costs are paid from the Transition Into Law Practice Program budget.

Group Mentoring events occurring at the State Bar Center are facilitated by the Program Director. Approximately 60% of the faculty of experienced attorneys recruited for these Group Mentoring events has been female, and approximately 40% of the faculty are ethnic minorities. Additionally, the Program Director has invited members of the Multi-Bar Leadership Council to make presentations to Beginning Lawyers at Group Mentoring Seminars.

Other Group Mentoring events have included a Fulton County "Courthouse Tour" hosted by Superior Court Judge Philip Etheridge; and a DeKalb County "Courthouse Tour" hosted by Superior Court Judge Cynthia J. Becker. Judges from the Northern District of Georgia have authorized a "Courthouse Tour" of the Federal Courthouse in Atlanta.

Evaluations from Beginning Lawyers enrolled in Group Mentoring consistently demonstrate that Group Mentoring events enabled them to narrow the focus of the legal practice areas they wish to pursue, as well as helped them develop legal career goals.

Group Mentoring was invaluable! The overview of services provided by the State Bar and the Courthouse Tour were great!

- A Beginning Lawyer in Group Mentoring

D. Continuing Legal Education Component. The purpose of the Continuing Legal Education Component is to support the mentoring component. Experience in conducting CLE programs for Beginning Lawyers in the first year of the mandatory program showed that this can be done most effectively by offering a one-day program that concentrates on providing information about the various and extensive services and resources available to lawyers from the State Bar of Georgia and addressing topics that relate to general aspects of lawyering, rather than to specific practice areas. Under CCLC Rules, Beginning Lawyers are now required to complete this one-day program and then to take an additional six-hour CLE course on a subject and at a time of their choosing within the year of admission to the Bar or the next succeeding year.

As currently designed, a live one-day program open to all Beginning Lawyers who are not in the separate CLE programs specially designed for and offered only to prosecutors and public defenders is held twice a year (once in February and the other in September) at State Bar Headquarters. Video replays are available for Beginning Lawyers who cannot attend the live presentation. Approximately 1,500 Beginning Lawyers have attended a Beginning Lawyer Program in person or by video replay to date, with another live program scheduled for February 20, 2008.

This one-day program has two related, but distinct objectives. First, it undertakes to provide information about the rich array of services and resources available to members of the State Bar of Georgia in a presentation organized and moderated by Cliff Brashier, the State Bar Executive Director. Lawrence F. (Larry) Jones, the Director of ICLE, discusses CLE requirements and provides a list of ICLE "Nuts and Bolts"

programs in a variety of practice areas that may be of particular interest to Beginning Lawyers. Paula J. Frederick, Deputy General Counsel of the State Bar, makes a presentation on the Bar's Disciplinary Process, and J. Randolph (Randy) Evans, a partner at McKenna Long Aldridge who speaks nationally on legal malpractice issues, does a presentation on practical steps to take to prevent legal malpractice.

Second, the program utilizes two panels of experienced lawyers from different practice areas to offer their perspectives on two topics that cut across the practice of law: how can you effectively work with your own client and how can you effectively act on behalf of your client with others (other lawyers, witnesses, judges, etc.).

These panels seek to provide practical advice (when and how do you discuss fees? how soon do you return telephone calls? how do you decline a representation? how should you respond to a bully?). On a deeper level, they seek to model good professional behavior over a variety of different circumstances so that Beginning Lawyers can hear straight from experienced lawyers how to cope with law practice concerns that they will encounter.

At each program the President of the State Bar and the President or President-Elect of the Younger Lawyer Division have made personal appearances to welcome the Beginning Lawyers as new members and to explain something about the purpose of the organization. And, a Justice of the Supreme Court of Georgia or Judge from the Court of Appeals of Georgia has welcomed the new members of the profession with greetings from the Judiciary to serve as a reminder and admonition that the new lawyers have entered a high calling.

The program evaluations by attendees have been very positive. For the September 2007 program, for example, on a scale where 1=poor, 4=very good and 5=excellent, the overall assessment of the program was 4.2 and every presentation was rated as 4.1 or higher. And, attendees agreed that each of the segments of information presented was beneficial to their respective practices, rating each at 4.1 or higher, on a scale where 1=strongly disagree, 4=agree, and 5=strongly agree.

The evaluations from the programs presented in February 2007 and September 2006 were similarly positive. Using a scale where 1=not useful, 3=useful and 5=highly

useful, attendees rated those programs overall at 4.03 and 4.23, respectively, in terms of usefulness.

The evaluations from the last three programs strongly support the conclusion that the CLE component is succeeding in providing relevant information that is beneficial to Beginning Lawyers. Program agendas showing topics and listing speakers are attached as Appendix E to the full report.

The CLE program for Beginning Lawyers is conducted by ICLE. Experience in presenting the program shows that the CLE component can be sustained as a high quality adjunct to the mentoring component.

E. Program Oversight And Administration. The Program operates under the auspices of the Standards of the Profession Committee of the CCLC pursuant to the CCLC's general supervisory authority to administer the continuing legal education rules.

The Standards of the Profession Committee is a committee of the CCLC with responsibilities for devising and recommending policy to the CCLC as to the operation of the Program.

Two full time State Bar of Georgia employees, a Program Director and an Administrative Assistant, staff the Program. In addition to working under the supervision of the Chief Operating Officer of the State Bar of Georgia, the Program Director also reports to the Chair of the Standards of the Profession Committee and to the Executive Director of the Chief Justice's Commission on Professionalism.

F. Program Budget. At all times since implementation, the Transition Into Law Practice Program has operated within budget. The Program is designated as the "Standards of the Profession" Department within the State Bar of Georgia budget.

Funding for the Program's annual budget has been provided by a ten-dollar per member dues increase (effective for the Bar year that began on July 1, 2005). The Board of Governors approved this dues increase at the same time that the Board approved the Implementation Plan, on August 19, 2004.

G. Program Evaluation. All Beginning Lawyers and Mentors who have participated in the Transition Into Law Practice Program have had the opportunity to evaluate the effectiveness of the Program. The Evaluation Instrument was approved by the Standards of the Profession Committee.

1. 2006 Program Evaluation Results. In January 2007, evaluations were solicited from the inaugural group of Beginning Lawyers and Mentors who were enrolled in the Program during calendar year 2006. The evaluation results were impressive. 97% of Mentors and 92% of Beginning Lawyers responding reported that the Program had accomplished its goal³. An even higher percentage - 98% of Mentors and 94% of Beginning Lawyers responding - recommended that the Program be continued for future Beginning Lawyers.

Great experience for the first year of practice. Gave me the confidence needed to start my own practice!!

- A Beginning Lawyer in Outside Mentoring

2. 2007 Program Evaluation Results. In January 2008, evaluations were solicited from the Beginning Lawyers and Mentors who were enrolled in the Program during calendar year 2007. 99% of Mentors and 93% of Beginning Lawyers responding reported that the Program had accomplished its goal. Further, 99% of Mentors and 95% of Beginning Lawyers responding recommended that the Program be continued for future Beginning Lawyers.

Working with my Mentor on cases definitely helped from a legal standpoint, but this Program additionally helped with other intangibles also.

- A Beginning Lawyer in Insider Mentoring

³ The goal of the Transition Into Law Practice Program is to afford every Beginning Lawyer newly admitted to the State Bar of Georgia with meaningful access to an experienced lawyer equipped to teach the practical skills, seasoned judgment, and sensitivity to ethical and professionalism values necessary to practice law in a highly competent manner.

H. Program Compliance Rate Among Beginning Lawyers. Compliance with Program requirements has been excellent. 99 % of the Beginning Lawyers enrolled in the Program during calendar year 2006 completed all Program requirements.

I. State Bar Website - Comprehensive Program Materials . The Program Director has developed comprehensive resources for Mentors, Beginning Lawyers, and other interested parties on the State Bar of Georgia website at the following link:
[http://www.gabar.org/programs/transition into law practice program.](http://www.gabar.org/programs/transition%20into%20law%20practice%20program)

The comprehensive materials include the "Inside Mentoring Manual" (54 Pages), the "Outside Mentoring Manual" (58 Pages); and the "Group Mentoring Manual" (34 Pages). Each Manual is designed to be an all inclusive "one-stop" resource that a Mentor Volunteer or Beginning Lawyer without any previous knowledge of the Program can access for full Program information, including checklists for getting started, applicable Program timelines, answers to frequently asked questions, the model mentoring plan, and, every other applicable Program form from start to finish.

J. Other Bar Organizations. Georgia's Transition Into Law Practice Program has been the focus of inquiries from other bar organizations since its implementation. Thirty (30) other states have sought information about the Program. Bar Leaders from the countries of Brazil, Canada, Portugal, Scotland, and the Peoples Republic of China have also sought information from the Program Director.

The State Bar of Ohio has conducted a pilot project based upon Georgia's Program. Executives of the State Bars of Florida, Ohio and Utah have visited the State Bar Center to study Georgia's Program operations first hand.

Georgia's Program will be highlighted at a national symposium on Mentoring in March 2008 hosted by the South Carolina Chief Justice's Commission on Professionalism. Georgia's Program Director will be among the faculty for the event.

K. National and Out-Of-State Bar Publications. Since implementation, Georgia's Program has been featured in numerous legal publications, including the National Law Journal and the ABA Bar Leader magazine distributed to leaders of bar associations.

A sample compilation of listings referring to our Program includes: Sandhya Bathija, Give Us Real-Life Lawyers, The National Law Journal, October 9, 2006 at 21; Robert J. Derocher, *Mentoring Helps New And Experienced Lawyers Make The Connection*, Bar Leader, July-August 2006 at 8; and, Neil Hamilton and Lisa Montpetit Brabbit, *Fostering Professionalism Through Mentoring*, Journal of Legal Education, Volume 57, Number 1 at 1, (March 2007) .

A complete copy of the above referenced article from the Bar Leader magazine was included in the "Board Book" materials for the 2006 Fall Meeting of the Board of Governors (Pages 161 – 166).

III. Full Report - Frequently Asked Questions And Answers.

A review of this Executive Summary may prompt a number of questions about the Program's operations. The full text of the Report of the Standards of the Profession Committee and a set of Frequently Asked Questions and Answers follows this Executive Summary for your review.

This is an excellent program that should be continued.

- An Outside Mentor

IV. Conclusions.

The State Bar of Georgia's Transition Into Law Practice Program is ambitious, multi-faceted, and effective. The Beginning Lawyers and Mentors participating have rated the Program as successful in written evaluations.

As designed, the Program sought to improve the Transition Into Practice for all Beginning Lawyers and, at the same time, to distinguish between lawyers beginning practice in association with experienced lawyers and those beginning practice on their own or in firms where no lawyer has had five years of experience. As implemented, we believe the Program's inclusion of Inside Mentoring, Outside Mentoring and Group Mentoring is achieving these goals.

As designed, the Program sought to take advantage of existing training and mentoring likely to occur for new lawyers in established practice settings, while seeking to extend and solidify the quality of that mentoring. As implemented, we believe the Program's use of Master Mentoring Plans in collaboration with large firms and statewide organizations is achieving this goal.

As designed, the Program sought to focus the State Bar of Georgia's efforts and resources for those Beginning Lawyers who start their careers by "hanging out a shingle". As implemented, we believe Outside Mentoring is achieving this goal. As one sole practitioner said on her evaluation form: "This Program gave me a safe place to ask a stupid question".

The Standards of the Profession Committee respectfully requests that the Transition Into Law Practice Program be deemed to have satisfied the State Bar of Georgia's "Sunset Policy" and that the Program be accorded permanent operational status, subject to the approval and authority of the Supreme Court of Georgia.

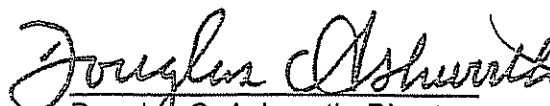
Respectfully submitted this 16th day of January 2008.

Standards of the Profession Committee

Of The

Commission on Continuing Lawyer Competency

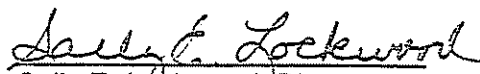

John T. Marshall, Chair

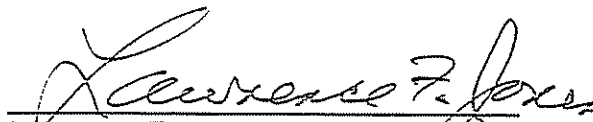

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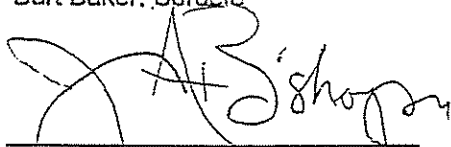

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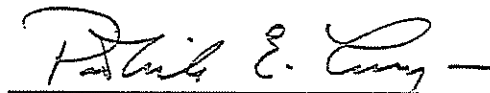

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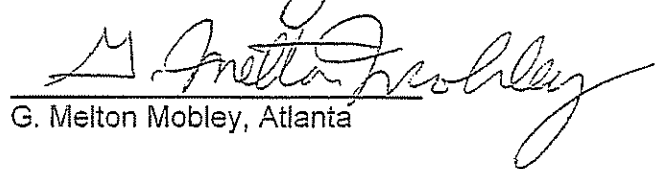

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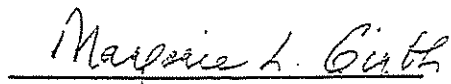

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The Honorable Philip F. Etheridge,
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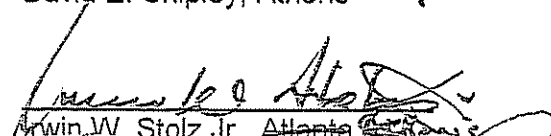

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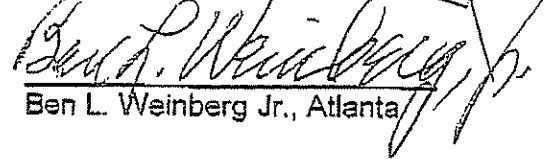

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(END OF EXECUTIVE SUMMARY)

REPORT

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*This is an excellent program – it is critical
in today's fast paced practice.*

- An Inside Mentor

I. Purpose Of Report - Compliance With "Sunset Policy"

The purpose of this report is to comply with the "Sunset Policy" of the State Bar of Georgia. On February 2, 2005, the Supreme Court of Georgia entered an Order amending Rule 8-103 and Rule 8--104 of Part VIII "Continuing Lawyer Competency" of the Rules of the State Bar of Georgia regarding continuing legal education requirements, which had the effect of approving the implementation of the Transition Into Law Practice Program (the "Program"). The Supreme Court's Order pertained to the August 19, 2004, Resolution of the Board of Governors approving the Implementation Plan for a Mandatory Transition Into Law Practice Program developed by the Standards of the Profession Committee of the Commission On Continuing Lawyer Competency (the "CCLC").

Pursuant to the State Bar of Georgia Sunset Policy, all new programs are allowed to operate for three years. In the third year, the Program must be evaluated for effectiveness. The Program became operational as a department of the State Bar of Georgia on May 1, 2005, and will have operated for a period of three years as of May 1, 2008.

Because the Program was created pursuant to State Bar Rules approved by the Supreme Court of Georgia, the Supreme Court retains the ultimate authority to authorize the Program's continuation. The Program also operates under Regulations promulgated by the CCLC.

Prior to presenting this report to the Supreme Court of Georgia, the Standards of the Profession Committee will, in compliance with the State Bar of Georgia Sunset Policy, present this report to: (1) the CCLC; (2) the Executive Committee of the Board of Governors of the State Bar of Georgia; and, (3) the Board of Governors of the State Bar of Georgia.

On May 1, 2005, when the Program became operational as a department of the State Bar of Georgia, the event represented the culmination of ten (10) years of work by the Standards of the Profession Committee. A timeline summarizing the ten (10) year Program development, which demonstrates the thorough vetting process prior to Program implementation, is attached as Appendix A.

II. Mentors

The success of the Program is due in large part to the willingness of experienced lawyers to commit the time to serve as Mentors to assist Beginning Lawyers in learning how to practice law in a highly competent manner as professionals. It is both a high calling and a great responsibility to assist new members of the legal profession to gain a secure foothold in practice during that very important initial year of practice. Serving as a Mentor to a new member of the Bar is in keeping with the best traditions of the legal profession.

A. Nomination And Appointment Of Mentors. The Supreme Court of Georgia has the sole authority to appoint Mentors. The Standards of the Profession Committee may nominate individuals satisfying the Minimum Qualifications to the Supreme Court of Georgia for appointment consideration; provided however, that the Supreme Court of Georgia retains the authority to appoint Mentors upon its own recommendation and/or motion.

B. Minimum Qualifications of Mentors. A volunteer must meet minimum qualifications to be eligible for nomination to the Supreme Court of Georgia for appointment as a Mentor. A listing of the minimum qualifications, which have been promulgated in the Rules and Regulations of the State Bar of Georgia, are attached as Appendix B.

All Mentors have had the opportunity to attend (or view video replays of) two (2) Mentor Orientation Programs offered by ICLE. An agenda for the most recent Mentor Orientation Program is attached as Appendix C.

C. Recruitment of Mentors/Types Of Mentoring. Since the date the Program was implemented, Mentor recruitment efforts have been strong and have consistently resulted in the appointment of more Mentors than required – one indication of the level of support for the Program among experienced members of the Bar. The Supreme Court of Georgia has appointed 1,605 attorneys as Mentors since implementation of the Program.

The manner in which an individual Mentor is recruited depends upon the type of Mentoring the Beginning Lawyer is receiving. Three types of Mentoring are offered: **Inside Mentoring** (Beginning Lawyer works in association with his or her employer-selected Mentor.); **Outside Mentoring** (Beginning Lawyer is a sole practitioner and is paired one-on-one with a Mentor outside his or her office.); or, **Group Mentoring** (Beginning Lawyer is either unemployed or employed in a non-legal setting.).

Of the Beginning Lawyers that have been or are currently enrolled in the Program, approximately 75% are in Inside Mentoring; approximately 10% are in Outside Mentoring; and approximately 15% are in Group Mentoring.

III. Beginning Lawyers

A. Coverage. The Program assists Beginning Lawyers who are newly admitted to the State Bar of Georgia. For purposes of the Program, the term "Beginning Lawyer" means a person who is recently admitted to the State Bar of Georgia and who is engaged for the first time in the practice of law in this state.

B. Effective Date. The Program applies to all Beginning Lawyers admitted to the State Bar of Georgia after June 30, 2005, with specified exceptions.

C. Exemptions Or Deferrals From Program Compliance. The following lawyers are not covered by the mandatory program:

1. Lawyers admitted to practice in Georgia who have principal practices in another state (State Bar of Georgia Rule 8-104 (C)(1)(4));
2. Lawyers who have been admitted to the practice of law in another jurisdiction outside of Georgia for two or more years prior to admission to practice in Georgia (State Bar of Georgia Rule 8-104 (B)(1)(a)); and,
3. Lawyers serving as Judicial Law Clerks. These lawyers are will not be subject to the mandatory program during the period of the judicial clerkship but will be covered once the clerkship ends for the year in which the clerkship ends and the next succeeding calendar year (State Bar of Georgia Rule 8-104 (B)(1)(b)) .

D. Compliance For Prosecutors and Public Defenders. Beginning Lawyers employed as Assistant Prosecutors (or Solicitors) or employed as Assistant Public Defenders have complied with requirements of the Program through the progressive leadership of officials of the Prosecuting Attorneys Council of Georgia and the Georgia Public Defender Standards Council. These two respective agencies have, in collaboration with the Director of the Program, tailored individualized training programs for Beginning Lawyers who are Prosecutors, Solicitors or Public Defenders.

E. Number of Beginning Lawyers. Based upon enrollment averages since Program implementation on January 1, 2006, approximately 1,000 Beginning Lawyers will enroll in the Program each calendar year.

Approximately 750 Beginning Lawyers will enroll in the Program after the release of July Bar Examination results, and approximately 250 Beginning Lawyers will enroll in the Program after the release of February Bar Examination results.

Beginning Lawyers who pass the February Bar are slightly more likely to become sole practitioners or to participate in Group Mentoring than those Beginning Lawyers who pass the July Bar. Although no methodological studies have been conducted, these trends may be reflective of the fact that February Bar Examination applicants are more likely to be older and/or non-traditional law students.

IV. The Mentoring Component

A. Purpose Of Mentoring Component. The mentoring component places Beginning Lawyers in a mentoring relationship for the first year after admission to the Bar. The purpose of the guidance furnished by the mentoring relationship is to continue the legal education of Beginning Lawyers during the first year of practice by assisting him or her in acquiring practical skills and in deepening understanding of ethical and professional values expected of lawyers practicing in Georgia.

B. Three (3) Types Of Mentoring. Three types of Mentoring are offered: **Inside Mentoring** (The Beginning Lawyer works in association with his or her employer-selected Mentor); **Outside Mentoring** (The Beginning Lawyer is a sole practitioner who is paired one-on-one with a Mentor outside his or her office); or, **Group Mentoring** (The Beginning Lawyer is either unemployed or employed in a non-legal setting).

In Inside Mentoring and Outside Mentoring, each Beginning Lawyer and his or her Mentor develops, formally commits to and signs, and submits a written plan of mentoring activities that, while adjusted to individual needs and interests, conforms to certain minimum standards. At the conclusion of the mentorship, the Mentor must certify to the Program Director whether or not the Beginning Lawyer has completed the Mentoring Plan to which he or she committed.

Of the Beginning Lawyers that have been or are currently enrolled in the Program, approximately 75% are in Inside Mentoring; approximately 10% are in Outside Mentoring; and approximately 15% are in Group Mentoring.

Beginning Lawyers who pass the February Bar are slightly more likely to become sole practitioners or participate in Group Mentoring than those Beginning Lawyers who pass the July Bar.

C. Comprehensive Mentoring Manuals. The Program Director has developed three comprehensive resources for Mentors and Beginning Lawyers: the "Inside Mentoring Manual" (54 Pages); the "Outside Mentoring Manual" (58 Pages); and the "Group Mentoring Manual" (34 Pages). All three manuals may be downloaded from the State Bar of Georgia website at the following link:

http://www.gabar.org/programs/transition_into_law_practice_program

Each Manual is designed to be an all inclusive "one-stop" resource that a Mentor Volunteer or Beginning Lawyer without any previous knowledge of the Program can access for full Program information, including checklists for getting started; applicable Program timelines; answers to frequently asked questions; the model mentoring plan; and, every other applicable Program form from start to finish.

D. Inside Mentoring. The "Inside" Mentoring relationship occurs where the Beginning Lawyer works in association with his or her Mentor. For example, Beginning Lawyers who are Prosecutors, Solicitors or Public Defenders participate in Inside Mentoring, as do Beginning Lawyers who are employed as associates in law firms. Approximately 75% of Beginning Lawyers and Mentors participate in Inside Mentoring.

Inside Mentors are recruited from within the law firm or organization. The choice of whom to nominate as Mentor is the prerogative of the Beginning Lawyer's supervisor or the managing partner, subject only to the Mentor Volunteer meeting the minimum qualifications set out in Regulation 6 of State Bar Rule 8-104. Similarly, the decision upon whether the Beginning Lawyer – Mentor pairing will be one-on-one or whether several Beginning Lawyers are paired with one Mentors is the prerogative of the law firm or organization.

E. Outside Mentoring. The “Outside” Mentoring relationship occurs where the Beginning Lawyer is a sole practitioner. The Beginning Lawyer who is a sole practitioner is paired one-on-one with an Outside Mentor. Approximately 10% of Beginning Lawyers and Mentors participate in Outside Mentoring. February Bar passers appear to be slightly more likely to try solo practice than July Bar passers.

The Beginning Lawyer who is a sole practitioner has the option to nominate his or her own Outside Mentor, subject to his or her nominee meeting the minimum qualifications for appointment. The majority of Outside Mentors are recruited by the Beginning Lawyer who is a sole practitioner.

In those instances where the Beginning Lawyer is unable to locate an Outside Mentor on their own, the Director of the Program has the responsibility to pair that Beginning Lawyer one-on-one with an Outside Mentor.

Recruitment of Outside Mentors, an ongoing part of the Program, has been very successful. Since Program implementation, the number of Outside Mentors willing to serve has exceeded the number of Beginning Lawyers needing Outside Mentoring.

To insure diversity in recruiting Mentors generally, and recruiting Outside Mentors specifically, the Program Director has regularly consulted with the leadership of voluntary bar organizations such as the Georgia Association for Women Lawyers; the Georgia Association of Black Women Attorneys; the Gate City Bar Association; and the State Bar of Georgia Minorities in the Profession Committee. Additionally, the Program Director has briefed the Multi-Bar Leadership Council⁴, and regularly circulates a listing of Beginning Lawyers Needing Outside Mentors to members of the Multi-Bar Leadership Council.

F. Model Mentoring Plan. The intent of the Program is to create a synergy between the CLE component and the mentoring component. To assist Mentors and to

⁴ The Multi-Bar Leadership Council is comprised of leadership representatives from the following organizations: Atlanta Bar Association; Dekalb Bar Association; Dekalb Lawyers’ Association; Gate City Bar Association; Georgia Alliance of African American Attorneys; Georgia Asian Pacific American Bar Association; Georgia Association of Black Women Attorneys; Georgia Association for Women Attorneys; Georgia Hispanic Bar Association; IndusBar of Georgia; and the State Bar of Georgia Diversity Program.

help insure some structure and uniformity, a Model Plan of Mentoring Activities and Experiences (attached as Appendix D) has been developed by the Standards of the Profession Committee. The Model Mentoring Plan is just that – a model that serves as a template for both the Mentor and the Beginning Lawyer to use. The experiences listed in the Model Mentoring Plan are not mandatory with the exception of the Mandatory Advocacy Experiences for those Beginning lawyers who appear as sole or lead counsel in the Superior or State Courts of Georgia in any contested civil case or in the trial of a criminal case. They are illustrative of the types of experiences deemed useful in helping a Beginning Lawyer acclimate to practice and grow into a competent practitioner.

G. Customized Mentoring Plans – Minimum Requirements. Using the Model Mentoring Plan as a guide, each Mentor and Beginning Lawyer in Inside Mentoring or Outside Mentoring jointly devise a Mentoring Plan, sign it, and submit it to the Program Director. Written Mentoring Plans submitted by Beginning Lawyers in Inside Mentoring and Outside Mentoring to the Program Director since Program implementation indicate a strong reliance upon large portions of the Model Mentoring Plan.

Although great flexibility in designing each particular plan is warranted, the plan must foster discussion and implementation of professional skills and values. At a minimum, the Program Director insures that each plan includes the following key elements:

1. Regular contact and meetings between the Mentor and Beginning Lawyer.
2. Continuing discussions between the Mentor and Beginning Lawyer on the following topics:
 - (a) Ethics and professionalism;
 - (b) Relationship with clients, other lawyers (both in and outside the firm), the judiciary and the public, including unrepresented parties.

- (c) Professional work habits, organizational skills and practice managements.
 - (d) Economics of practicing law in the relevant practice setting.
 - (e) Responsibility and opportunities for pro bono work, bar activities, and community service.
3. Introduction to the local legal community.
 4. Specific planning for professional development and continuing legal education in and outside the firm.
 5. Periodic evaluation of the Mentor-Beginning Lawyer relationship.

H. Inside/Outside Mentoring Completion Certification. The Inside Mentor or Outside Mentor must sign a certification evidencing that his or her Beginning Lawyer has successfully completed the Mentoring Plan agreed to by the Mentor and the Beginning Lawyer. The certification is submitted to and reviewed by the Program Director.

I. Compliance For Prosecutors and Public Defenders. Beginning Lawyers employed as Assistant Prosecutors (or Solicitors) have complied with requirements of the Program by participating in an approved new lawyer mentoring and CLE program specially designed by the Prosecuting Attorneys Council of Georgia. Similarly, Beginning Lawyers employed as Assistant Public Defenders have complied with requirements of the Program by participating in an approved new lawyer mentoring and CLE program specially designed by the Georgia Public Defenders Standards Council.

The compliance programs of the Prosecuting Attorneys Council of Georgia, and the Georgia Public Defender Standards Council, have been developed with the collaboration of the Program Director under policies and procedures established by the Standards of the Profession Committee and the CCLC.

J. Compliance For Large Firms – Master Mentoring Plans. Beginning Lawyers associated with law firms and legal organizations that routinely employ significant numbers of newly admitted attorneys each year have complied with Program requirements through Master Mentoring Plans. A Master Mentoring Plan is a written plan of mentoring activities and experiences developed in collaboration with the Program Director under policies and procedures established by the Standards of the Profession Committee and CCLC. Master Mentoring Plans have been approved for use by 18 law firms and legal organizations that routinely employ significant numbers of newly admitted lawyers.

K. Group Mentoring. Approximately 15% of Beginning Lawyers who elect active status are either seeking legal employment; or, are otherwise employed in a non-legal vocation; or, are working as an independent contractor performing limited legal research and work for an organization which will not assign a Mentor to them. Because the membership of this group of Beginning Lawyers tends to be very fluid - it is common for Beginning Lawyers to transition into and out of employment positions – mentoring for these Beginning Lawyers occurs in groups.

Group Mentoring events track the Model Mentoring Plan and provide Beginning Lawyers with the best the Program has to offer by exposing them to a variety of experienced Georgia lawyers from different backgrounds and practice areas.

Most Group Mentoring events occur at the State Bar Center. No fees are charged for these events. Program costs are paid from the Transition Into Law Practice Program budget.

Group Mentoring events occurring at the State Bar Center are facilitated by the Program Director. Approximately 60% of the faculty of experienced attorneys recruited for these Group Mentoring events has been female, and approximately 40% of the faculty are ethnic minorities. Additionally, the Program Director has invited members of the Multi-Bar Leadership Council to make presentations to Beginning Lawyers at Group Mentoring Seminars.

Other Group Mentoring events have included a Fulton County "Courthouse Tour" hosted by Superior Court Judge Philip Etheridge; and a Dekalb County "Courthouse Tour" hosted by Superior Court Judge Cynthia J. Becker. Judges from the Northern District of Georgia have authorized a "Courthouse Tour" of the Federal Courthouse in Atlanta.

Evaluations from Beginning Lawyers enrolled in Group Mentoring consistently demonstrate that Group Mentoring events enable Beginning Lawyers to narrow the focus of the legal practice areas they wish to pursue, as well as helping them discover and confirm legal career goals.

V. The Continuing Legal Education Component

The purpose of the Continuing Legal Education Component is to support the mentoring component. Experience in conducting CLE programs for Beginning Lawyers in the first year of the mandatory program showed that this can be done most effectively by offering a one-day program that concentrates on providing information about the various and extensive services and resources available to lawyers from the State Bar of Georgia and addressing topics that relate to general aspects of lawyering rather than to specific practice areas. Under CCLC Rules, Beginning Lawyers are now required to complete this one-day program and then to take an additional six-hour CLE course on a subject and at a time of their choosing within the year of admission to the Bar or the next succeeding year.

The CLE requirement for the Transition Into Practice Program has the necessary flexibility to take into account feedback offered by Beginning Lawyers, instructors and mentors and to be adjusted in terms of content and program format to meet the needs of Beginning Lawyers. Accordingly, the original plan for a CLE program lasting two consecutive days that included a day of orientation on a wide variety of specific practice areas was converted into a one-day program with a second day to be chosen by the Beginning Lawyer to maximize its relevance and convenience. As currently designed, a live one-day program open to all Beginning Lawyers who are not in the separate CLE

programs specially designed for and offered only to prosecutors and public defenders is held twice a year (once in February and the other in September) at State Bar Headquarters. Video replays are available for Beginning Lawyers who cannot attend the live presentation. Approximately 1,500 Beginning Lawyers have attended a Beginning Lawyer Program in person or by video replay to date, with another live program scheduled for February 20, 2008.

This one-day program has two related, but distinct objectives. First, it undertakes to provide information about the rich array of services and resources available to members of the State Bar of Georgia.

Cliff Brashier, the State Bar Executive Director, organizes and moderates a presentation by members of the Bar staff on the Bar's services and resources, including Case Maker (the free electronic legal research tool), Membership, Sections of the Bar, Unauthorized Practice of Law, Lawyer Assistance Program, Pro Bono Opportunities, Law Practice Management, Consumer Assistance, Foundations of Freedom and the Bar Center. Lawrence F. (Larry) Jones, the Director of ICLE, discusses CLE requirements and provides a list of ICLE "Nuts and Bolts" programs in a variety of practice areas that may be of particular interest to Beginning Lawyers. Paula J. Frederick, Deputy General Counsel of the State Bar, makes a presentation on the Bar's Disciplinary Process, and J. Randolph (Randy) Evans, a partner at McKenna Long Aldridge who speaks nationally on legal malpractice issues, does a presentation on practical steps to take to prevent legal malpractice.

Second, the program utilizes two panels of experienced lawyers from different practice areas (Civil Litigation, Family Lawyer, and Business Practice) to offer their perspectives on two topics that cut across the practice of law: how can you effectively work with your own client and how can you effectively act on behalf of your client with others (other lawyers, witnesses, judges, etc.).

These panels seek to provide practical advice (when and how do you discuss fees? how soon do you return telephone calls? how do you decline a representation? how should you respond to a bully?). On a deeper level, they seek to model good professional behavior over a variety of different circumstances so that Beginning

Lawyers can hear straight from experienced lawyers how to cope with law practice concerns that they will encounter.

At each program the President of the State Bar and the President or President-Elect of the Younger Lawyer Division have made personal appearances to welcome the Beginning Lawyers as new members and to explain something about the purpose of the organization. And, a Justice of the Supreme Court of Georgia or Judge from the Court of Appeals of Georgia has welcomed the new members of the profession with greetings from the Judiciary to serve as a reminder and admonition that the new lawyers have entered a high calling.

The program evaluations by attendees have been very good. For the September 2007 program, for example, on a scale where 1=poor, 4=very good and 5=excellent, the overall assessment of the program was 4.2 and every presentation was rated as 4.1 or higher. And, attendees agreed that each of the segments of information presented was beneficial to their respective practices, rating each at 4.1 or higher, on a scale where 1=strongly disagree, 4=agree, and 5=strongly agree.

The evaluations from the programs presented in February 2007 and September 2006 were similarly positive. Using a scale where 1=not useful, 3=useful and 5=highly useful, attendees rated those programs overall at 4.03 and 4.23, respectively, in terms of usefulness.

The evaluations from the last three programs strongly support the conclusion that the CLE component is succeeding in providing relevant information that is beneficial to Beginning Lawyers.

This is not to say that the CLE Component cannot continue to be refined and improved. It can be. In the first year of the mandatory program, we offered two parallel programs, one called Fundamentals of Law Practice and the other Enhanced Bridge the Gap. These programs were similar in content, but the enrollment in the Fundamentals program was limited to 100 and priority in registration was given to Beginning Lawyers practicing on their own or not yet practicing law. The purpose of this was to allow for small discussion groups and more time for close interaction between these new lawyers and experienced lawyer instructors. The Enhanced Bridge the Gap program, on the

other hand, was designed to be delivered to a large audience without breakout groups. We learned, however, that it was not very workable to control which program any Beginning Lawyer would choose to attend. After the initial efforts to differentiate the programs according to the practice settings of attendees, we learned that it was far more manageable to present a more generic program. Nevertheless, for the February 2008 program we are considering re-introducing a panel segment on the experience of law firm associates as an alternative to the panel on working with your client to offer information of more immediate relevance to Beginning Lawyers who do not yet have substantial direct contacts with clients.

Members of the Standards of the Profession Committee and other lawyer volunteers have served as CLE instructors. Particularly in the current one-day format no difficulties have been encountered in recruiting experienced and capable instructors to staff the CLE program. Program agendas listing past speakers are attached at Appendix E.

The CLE program for Beginning Lawyers is conducted by ICLE. Experience in presenting the program shows that the CLE component can be sustained as a high quality adjunct to the mentoring component.

VI. Program Compliance Issues

A. Applicable Deadlines. The normal MCLE deadlines (December 31 and approved deficiency plan extensions) are applicable to the Program. (Regulation (5) of State Bar Rule 8-104).

B. Noncompliance Procedures – Penalties. The procedure for penalizing the failure to complete the Program is the same as used for failure to complete mandatory CLE; i.e., through the procedures already in place with the CCLC.

The penalty for failure to complete the CLE component of the Program is to make up the missed session or sessions at the next available session.

The penalty for failure to complete the Mentoring component is to complete a Rehabilitation Plan approved by the Program Director, or to attend one session of the State Bar's Ethics School.

C. Program Compliance. Compliance with Program requirements has been excellent. 99 % of the Beginning Lawyers enrolled in the Program during calendar year 2006 completed all Program requirements.

VII. Program Introduction To Beginning Lawyers, To State Bar Of Georgia Members, And To Out-Of-State Bar Organizations

A. State Bar Website - Comprehensive Program Materials . The Program Director has developed comprehensive resources for Mentors, Beginning Lawyers, and other interested parties on the State Bar of Georgia website at the following link:
http://www.gabar.org/programs/transition_into_law_practice_program

The comprehensive materials include the "Inside Mentoring Manual" (54 Pages); the "Outside Mentoring Manual" (58 Pages); and the "Group Mentoring Manual" (34 Pages). Each Manual is designed to be an all inclusive "one-stop" resource that a Mentor Volunteer or Beginning Lawyer without any previous knowledge of the Program can access for full Program information, including checklists for getting started; applicable Program timelines; answers to frequently asked questions; the model mentoring plan; and, every other applicable Program form from start to finish.

B. Introduction of Program To Beginning Lawyers. The Program applies to all Beginning Lawyers admitted to the State Bar of Georgia after June 30, 2005, with specified exceptions. Thus, the inaugural group of Beginning Lawyers enrolled in the

Program were primarily those who completed all requirements for admission to practice upon taking and passing the July 2005 Georgia Bar Examination.

1. Law Schools in Georgia. The Program Director has developed a link on the State Bar of Georgia website entitled "Information for Law Students" which contains full explanatory information about the Program. Further, the Program Director has presented details of the Program to law students at all five accredited law schools in Georgia.

First year law students at the Walter F. George School of Law at Mercer University study the Program in detail during their required professionalism course, taught by Professor Patrick E. Longan, who is also a member of the Standards of the Profession Committee.

The Deans of all five-law schools in Georgia were briefed on the progress of the Program by the Program Director in the spring of 2007. The briefings for the Deans occurred promptly after the evaluation results from the Program's first full year of operation were presented to the CCLC and also to the Board of Governors.

All five law schools in Georgia have representation on the Standards of the Profession Committee. The ongoing presence and participation of law school faculty on the Standards of the Profession Committee has strengthened the Program and continues to underscore the importance of the Program in the eyes of the law students within each Georgia law school community.

2. Georgia Bar Examination Results. The Program Director and the Director of the Office of Bar Admissions have collaborated on a method of providing Program information to each applicant who is issued a certificate of eligibility for admission to the practice of law in Georgia upon the release of Georgia Bar Examination results. Each individual who receives a certificate of eligibility for admission to the practice of law in Georgia also receives a written notification containing the link to the State Bar Website with full explanatory materials on the Program.

Additionally, each individual who receives as certificate of eligibility for admission to practice law in Georgia receives a "New Member CD" from the State Bar of Georgia which contains, among other information, full explanatory enrollment and exemption information about the Program.

The Program Director and the Director of the Membership Department for the State Bar of Georgia have collaborated on a method of insuring Program compliance. No individual can receive his or her Georgia Bar Number until he or she either enrolls into, or exempts out of, the Program.

C. Introduction of Program To Employers. The Program Director has developed a link on the State Bar of Georgia website for Mentors which contains full explanatory information about the Program.

The Chair of the Standards of the Profession Committee and the Program Director have made special outreach efforts to develop contacts with large law firms and organizations that routinely hire significant numbers of Beginning Lawyers. Specialized materials and procedures to insure Program compliance have been developed, and subsequently revised, in consultation with Professional Development Directors, Professional Recruiters, and Training Directors for large law firms and statewide organizations that routinely hire significant numbers of Beginning Lawyers.

The Program Director additionally provides "courtesy copies" of Beginning Lawyer compliance notices and Program information, in advance, to Professional Development Directors, Professional Recruiters, and Training Directors for large law firms and statewide organizations that routinely hire significant numbers of Beginning Lawyers.

D. Introduction of Program To The Judiciary. Federal Judges representing the 11th Circuit Court of Appeals, as well as the Northern, Middle and Southern Districts of Georgia, have received full explanatory materials on the Program. Additionally, the Chair of the Standards of the Profession Committee and the Program Director have

presented a briefing on the Program's status to the Judges of the U.S. District Court for the Northern District of Georgia.

The Program Director has provided regular oral and written updates to the Judicial Council of Georgia (which is composed of leadership representatives from every level of state courts in Georgia). A statewide listing of every Mentor – Beginning Lawyer pairing has been supplied each year to all members of the Judicial Council of Georgia for dissemination among their respective judicial peers.

Because the Superior Courts are the courts of general jurisdiction in Georgia, the Program Director has provided annual detailed briefings for the Council of Superior Court Judges, which include the provision of a statewide listing of every Mentor – Beginning Lawyer pairing, organized by Judicial Administrative District and Judicial Circuit, to each Superior Court Judge. Additional detailed briefings have been presented by the Program Director to Superior Court Judges and Court Administrators for the 2nd Judicial Administrative District, the 4th Judicial Administrative District, the 7th Judicial Administrative District; and the 9th Judicial Administrative District.

The Program Director has also provided detailed briefings to the Council of State Court Judges, and the Council of Magistrate Court Judges.

The Program Director has developed a link on the State Bar of Georgia website entitled "Information for Judicial Law Clerks" which contains full explanatory information pertinent to law clerks about the Program. Further, the Program Director has presented details of the Program to Superior Court and State Court Judicial Law Clerks at their annual CLE seminar.

E. Introduction of Program To Voluntary Bar Associations. The Chair and Members of the Standards of the Profession Committee, and the Program Director, have made presentations to various voluntary bar associations throughout Georgia.

The Program Director has presented Program updates to local bar associations in Judicial Circuits representative of every Judicial Administrative District in Georgia. The Program Director has made presentations to organizations associated with or composed of minority bar affiliations, including the Port City Bar Association, the Multi-

Bar Leadership Council, and two appearances before the Georgia Association for Women Lawyers (once in Atlanta and once in Athens).

To introduce the Program to members of the Georgia Bar since the implementation of the Program, the following articles have appeared in the *Georgia Bar Journal*: "Mentors Sought to Aid Beginning Lawyers"; *Ga. Bar Journal*, Vol. 10, No. 7 (June 2005); and, "Mentor Program off to a Great Start"; *Ga. Bar Journal*, Vol. 11, No. 4 (December 2005).

F. Out-Of-State Bar Organizations. Georgia's Program has been the focus of inquiries from other bar organizations since its implementation. Thirty (30) other states have sought information about the Program. Bar Leaders from the countries of Brazil, Canada, Portugal, Scotland, and the Peoples Republic of China have also sought information from the Program Director.

The volume of regular requests for information necessitated the creation of a designated link on the State Bar of Georgia website for other bar organizations to access routinely requested Program information.

The State Bar of Ohio has conducted a pilot project based upon Georgia's Program. The Ohio Supreme Court has sent employees to the State Bar Center in Atlanta for consultations with the Program Director.

Executives of the State Bar of Utah have also visited the State Bar Center to study Georgia's Program operations first hand.

The Chief Justice's Commission on Professionalism of the State Bar of Florida has hosted Georgia's Program Director at Stetson University Law School in Tampa for a symposium that included a presentation about Georgia's Program. Subsequently, the Executive Director of Florida's Chief Justice's Commission on Professionalism, and other Executives of the State Bar of Florida, visited the State Bar Center to study Georgia's Program operations.

Georgia's Program will be highlighted at a national symposium on Mentoring in March 2008 hosted by the South Carolina Chief Justice's Commission on Professionalism. Georgia's Program Director will be among the faculty for the event.

Since implementation, Georgia's Program has been featured in numerous legal publications, including the National Law Journal and the ABA Bar Leader magazine distributed to leaders of bar associations.

A sample compilation of listings referring to our Program includes: Sandhya Bathija, Give Us Real-Life Lawyers, The National Law Journal, October 9, 2006 at 21; Robert J. Derocher, *Mentoring Helps New And Experienced Lawyers Make The Connection*, Bar Leader, July-August 2006 at 8; and, Neil Hamilton and Lisa Montpetit Brabbit, *Fostering Professionalism Through Mentoring*, Journal of Legal Education, Volume 57, Number 1 at 1, (March 2007)

A complete copy of the above referenced article from the Bar Leader magazine was included in the "Board Book" materials for the 2006 Fall Meeting of the Board of Governors (Pages 161 – 166).

VIII. Program Oversight, Administration, Budget and Evaluation

A. Supreme Court of Georgia. On February 2, 2005, the Supreme Court of Georgia entered an Order amending Rule 8-103 and Rule 8–104 of Part VIII "Continuing Lawyer Competency" of the Rules of the State Bar of Georgia regarding continuing legal education requirements, which had the effect of approving the implementation of the Program. The Supreme Court's Order pertained to the August 19, 2004, Resolution of the Board of Governors approving the Implementation Plan for a Mandatory Program developed by the Standards of the Profession Committee of the CCLC.

Because the Program was created pursuant to State Bar Rules approved by the Supreme Court of Georgia, the Supreme Court retains the ultimate authority to address the Program's continuation.

B. State Bar of Georgia “Sunset Policy”. Pursuant to the State Bar of Georgia “Sunset Policy”, all new programs are allowed to operate for three years. In the third year, the program must be evaluated for effectiveness. Our Program became operational as a department of the State Bar of Georgia on May 1, 2005, and will have operated for a period of three years as of May 1, 2008;

Prior to presenting this report to the Supreme Court of Georgia, the Standards of the Profession Committee will, in compliance with the State Bar of Georgia Sunset Policy, present this report to: (1) The CCLC; (2) the Executive Committee of the Board of Governors of the State Bar of Georgia; and, (3) the Board of Governors of the State Bar of Georgia.

C. Oversight of Program. The Program operates under the auspices of the Standards of the Profession Committee. The Standards of the Profession Committee is a committee of the CCLC with responsibilities for devising and recommending policy to the CCLC as to the operation of the Program.

D. Program Accountability To CCLC. Since the implementation of the Program, the Program Director and the Chair of the Standards of the Profession Committee have appeared at all subsequent CCLC meetings and have provided oral and written reports to CCLC members on the progress of the Program.

If the Program is granted permanent status, the Program Director will continue to attend each CCLC meeting and provide such regular status reports as CCLC members deem necessary and proper.

E. Program Accountability To Board of Governors. Since the implementation of the Program, the Program Director has been present at all Board of Governor meetings, and has provided informal updates to Board Members as requested.

In addition to informal contacts with Board Members, formal reports have been provided to Board Members as follows: June 4, 2005 (oral report); August 18, 2005 (oral report); November 18, 2005 (oral and written report); June 3, 2006 (oral and written

report); September 15, 2006 (oral and written report); April 11, 2007 (oral and written report); and November 2, 2007 (written report).

If the Program is granted permanent status, the Program Director will continue to attend each subsequent Board of Governors meeting and provide such regular status reports as Board members deem necessary and proper.

F. Staffing Of The Transition Into Law Practice Program. The Program is staffed by two full time State Bar of Georgia employees, a Program Director and an Administrative Assistant. In addition to working under the supervision of the Chief Operating Officer of the State Bar of Georgia, the Program Director also reports to the Chair of the Standards of the Profession Committee and to the Executive Director of the Chief Justice's Commission on Professionalism.

G. Funding For The Transition Into Law Practice Program. Funding for the Program's annual budget has been provided by a ten-dollar per member dues increase (effective for the Bar year that began on July 1, 2005) approved by the Board of Governors at the same time that the Board approved the Implementation Plan.

H. Budget Operations For The Transition Into Law Practice Program. At all times since implementation, the Program has operated within budget. The Program is designated as the "Standards of the Profession" department within the State Bar of Georgia budget. The Standards of the Profession department became operational on May 1, 2005, and will have operated for a period of three years as of May 1, 2008.

1. Fiscal Year 2005. The Program operated within budget for Fiscal Year 2005. As the department did not become operational until May 1, 2005, it operated for only two (2) months during Fiscal Year 2005. The Standards of the Profession Departmental Budget Report for Fiscal Year 2005 is attached as Appendix F.

2. Fiscal Year 2006. The Program operated within budget for Fiscal Year 2006. The Standards of the Profession Departmental Budget Report for Fiscal Year 2006 is attached as Appendix G.

3. Fiscal Year 2007. The Program operated within budget for Fiscal Year 2007. The Standards of the Profession Departmental Budget Report for Fiscal Year 2007 is attached as Appendix H.

4. Fiscal Year 2008 To Date. The Program is operating within budget for Fiscal Year 2008 to date. The current cumulative Standards of the Profession Departmental Budget Report pertaining to Fiscal Year 2008 is attached as Appendix I.

I. Program Evaluation. In compliance with the Implementation Plan approved by the Supreme Court of Georgia and the Board of Governors, all Beginning Lawyers and Mentors who have completed the Program have had the opportunity to evaluate the effectiveness of the Program. The evaluation instrument was approved by the Standards of the Profession Committee.

1. 2006 Program Evaluation Results. In January, 2007, evaluations were solicited from the inaugural group of Beginning Lawyers and Mentors who were enrolled in the Program during calendar year 2006. The evaluation results were received in late January 2007 by the Standards of the Profession Committee, duly reported to the next meeting of the CCLC on February 14th, 2007, and also reported to the next meeting of the Board of Governors on April 11th, 2007.

The evaluation results were impressive. 97% of Mentors and 92% of Beginning Lawyers responding reported that the Program had accomplished its goal⁵.

⁵ The goal of the Transition Into Law Practice Program is to afford every Beginning Lawyer newly admitted to the State Bar of Georgia with meaningful access to an experienced lawyer equipped to teach the practical skills, seasoned judgment, and sensitivity to ethical and professionalism values necessary to practice law in a highly competent manner.

An even higher percentage - 98% of Mentors and 94% of Beginning Lawyers - responding recommended that the Program be continued for future Beginning Lawyers.

An evaluation form compiling Mentor responses is attached as Appendix J. An evaluation form compiling Beginning Lawyer responses is attached as Appendix K.

2. 2007 Program Evaluation Results. In January, 2008, evaluations were solicited from the Beginning Lawyers and Mentors who were enrolled in the Program during calendar year 2007.

99% of Mentors and 93% of Beginning Lawyers responding reported that the Program had accomplished its goal.

Further, 99% of Mentors and 95% of Beginning Lawyers responding recommended that the Program be continued for future Beginning Lawyers.

An evaluation form compiling Mentor responses is attached as Appendix L. An evaluation form compiling Beginning Lawyer responses is attached as Appendix M.

IX. Conclusions

The State Bar of Georgia's Transition Into Law Practice Program is ambitious, multi-faceted, and effective. The Beginning Lawyers and Mentors participating have rated the Program as successful in written evaluations.

As designed, the Program sought to improve the Transition Into Practice for all Beginning Lawyers and, at the same time, to distinguish between lawyers beginning practice in association with experienced lawyers and those beginning practice on their own or in firms where no lawyer has had five years of experience. As implemented, we believe the Program's inclusion of Inside Mentoring, Outside Mentoring and Group Mentoring is achieving these goals.

As designed, the Program sought to take advantage of existing training and mentoring likely to occur for new lawyers in established practice settings, while seeking to extend and solidify the quality of that mentoring. As implemented, we believe the

Program's use of Master Mentoring Plans in collaboration with large firms and statewide organizations is achieving this goal.

As designed, the Program sought to focus the State Bar of Georgia's efforts and resources for those Beginning Lawyers who start their careers by "hanging out a shingle". As implemented, we believe Outside Mentoring is achieving this goal. As one sole practitioner said on her evaluation form: "This Program gave me a safe place to ask a stupid question".

The Standards of the Profession Committee respectfully requests that the Transition Into Law Practice Program be deemed to have satisfied the State Bar of Georgia's "Sunset Policy" and that the Program be accorded permanent operational status, subject to the approval and authority of the Supreme Court of Georgia.

Respectfully submitted this 16th day of January 2008.

Standards of the Profession Committee
Of The
Commission on Continuing Lawyer Competency

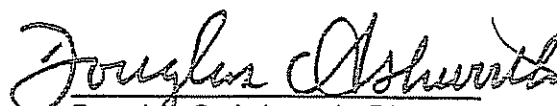
(See Next Page For Signatures)

Standards of the Profession Committee

Of The

Commission on Continuing Lawyer Competency

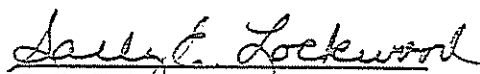

John T. Marshall, Chair

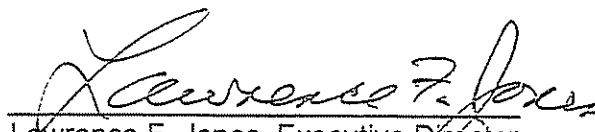

Douglas G. Ashworth, Director
Transition Into Law Practice Program


William G. Scrantom Jr., Vice Chair


C. Ronald Ellington, Reporter

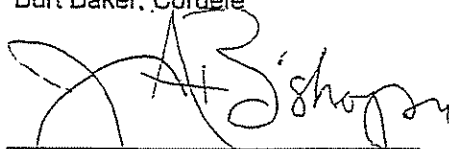

Avarita Hanson, Executive Director
Chief Justice's Commission on Professionalism


Sally E. Lockwood, Director
Office of Bar Admissions

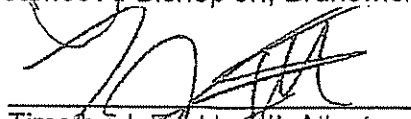

Lawrence F. Jones, Executive Director
Institute of Continuing Legal Education


Burt Baker, Cordele

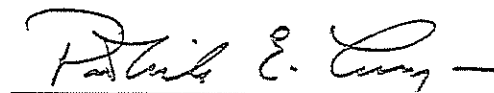

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Timothy J. Buckley III, Atlanta

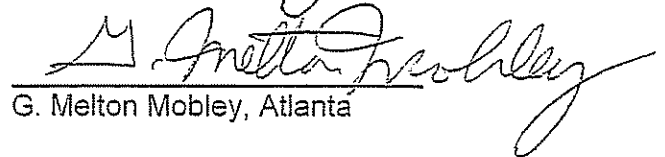

Laurel Payne Landon, Augusta

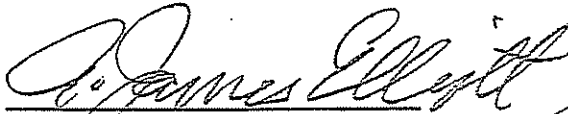

Patrick E. Longan, Macon


Cynthia H. Clanton, Atlanta



Edwin Marger, Jasper

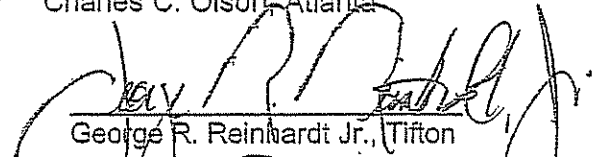

Benjamin F. Easterlin IV, Atlanta


G. Melton Mobley, Atlanta



A. James Elliott, Atlanta



Charles C. Olson, Atlanta


Philippa V. Ellis, Atlanta

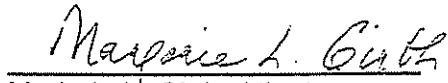

George R. Reinhardt Jr., Tifton


The Honorable Philip F. Etheridge,
Atlanta


The Honorable Robert V. Rodatus,
Lawrenceville

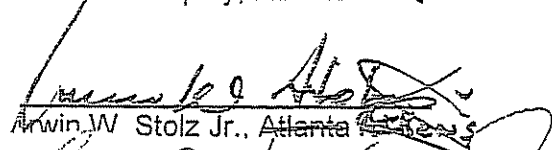

J. Benjamin Finley, Atlanta

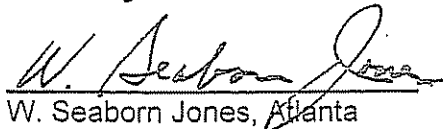

Robert L. Shannon Jr., Atlanta

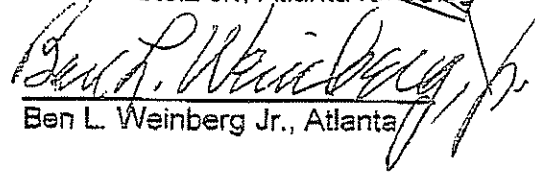

Marjorie L. Girth, Atlanta


David E. Shipley, Athens


Catherine Harris Helms, Homerville


Edwin W. Stolz Jr., Atlanta


W. Seaborn Jones, Atlanta


Ben L. Weinberg Jr., Atlanta

- END OF REPORT -

APPENDIX A

PROGRAM TIMELINE

(Summary of Program Developments
From 1996 Through 2008)

TRANSITION INTO LAW PRACTICE PROGRAM TIMELINE

1996 THROUGH 2008

1996

State Bar of Georgia creates Standards of the Profession Committee with charge to investigate and report to Board of Governors as to whether the State Bar should require beginning lawyers to complete a period of internship or other supervised work prior to admission.

1997

Standards of the Profession Committee recommends Pilot Project to test the feasibility of a transition into practice program combining mentoring with continuing legal education.

1998 – 1999

Pilot Project logistics are planned and funding secured.

2000 – 2001

State Bar conducts 2-year Pilot Project with 100 mentors and 100 beginning lawyers.

2002

Pilot Project is evaluated as successful in conveying to beginning lawyers the practical skills and professional values necessary to practice law in a highly competent manner.

2003

Standards of the Profession Committee formally recommends a mandatory Transition Into Law Practice Program that combines mandatory mentoring with continuing legal education for newly admitted lawyers in Georgia.

Board of Governors of State Bar of Georgia approves the concept of a mandatory Transition Into Law Practice Program and authorizes the Standards of the Profession Committee to propose an Implementation Plan.

2004

Supreme Court of Georgia approves the concept of a mandatory Transition Into Law Practice Program and authorizes the Standards of the Profession Committee to propose an Implementation Plan.

Standards of the Profession Committee prepares Implementation Plan.

Board of Governors approves Implementation Plan including dues increase to fund Program operations.

2005

Supreme Court of Georgia approves Implementation Plan calling for mandatory Transition Into Law Practice Program to commence January 1, 2006.

Transition Into Law Practice Program becomes operational as Standards of the Profession Department of the State Bar of Georgia.

2006 - 2008

Transition Into Law Practice Program continues to operate under the auspice of the Standards of the Profession Committee.

2008

Program report presented pursuant to "Sunset Policy" to Supreme Court of Georgia, Board of Governors, Executive Committee of the State Bar of Georgia, and the Commission on Continuing Lawyer Competency.

APPENDIX B

MINIMUM QUALIFICATIONS FOR MENTORS

(REGULATION 6 OF STATE BAR RULE 8-104 (B))



STATE BAR OF GEORGIA
COMMISSION ON CONTINUING LAWYER COMPETENCY



TRANSITION INTO LAW PRACTICE PROGRAM

Douglas Ashworth, Director

John T. Marshall, Chair
Standards of the Profession Committee

Minimum Qualifications for Mentors

Regulation (6) to State Bar Rule 8-104 (B)

Approved by
Commission on Continuing Lawyer Competency
on March 2, 2006

(Attached copy printed from State Bar of Georgia website)

(6) Appointment of Mentors; Minimum Qualifications.

(a) Appointment of Mentors. The Supreme Court of Georgia has the sole authority to appoint Mentors.

(b) Nomination of Mentors. The Standards of the Profession Committee may nominate individuals satisfying the Minimum Qualifications to the Supreme Court of Georgia for appointment consideration; provided however, that the Supreme Court of Georgia retains the authority to appoint Mentors upon its own recommendation and/or motion.

(c) Minimum Qualifications for Mentors. A volunteer shall meet the following Minimum Qualifications to be eligible for nomination to the Supreme Court of Georgia for appointment as Mentor:

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

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

(iii) Professional Reputation. Maintain a professional reputation in his or her local legal community for competence, ethical and professional conduct; and,

(iv) Disciplinary Action. Never have received the sanction of disbarment or suspension from the practice of law in any jurisdiction, nor have voluntarily surrendered his or her 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, the prospective mentor shall not have been otherwise sanctioned by the pertinent entity governing the admission and practice of law in any jurisdiction. The term "sanctioned" means subjected to disciplinary action. (For example, 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)). 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, the prospective mentor shall not have been the subject of a written order issued by a court of competent jurisdiction that prohibits or otherwise limits the prospective mentor from practicing before that court or class of courts. 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 part. 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. Be covered 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 his or her employer.

APPENDIX C

AGENDA FOR

MENTOR

ORIENTATION PROGRAM

STATE BAR OF GEORGIA

Standards of the Profession Committee
Transition into Law Practice Program

MENTOR ORIENTATION PROGRAM

Wednesday, November 15, 2006

3 CLE Hours
Including:
1 Ethics
1 Professionalism Hour

STATE BAR OF GEORGIA HEADQUARTERS
104 Marietta Street NW
Atlanta, GA

Parking is free in the State Bar Headquarters for State Bar members attending ICLE seminars. Entrance to the Conference Center is located on Level 6 of the State Bar Headquarters parking deck. Please have parking ticket stamped by ICLE registration personnel before leaving the seminar.

- From the East on I-20: Take the Windsor-Spring Exit. Turn right on Spring Street. Turn right on Marietta Street.
- From the West on I-20: Take the Windsor-Spring Exit. Turn left on Spring Street. Turn right on Marietta Street.
- From the South on 75-85: Take International Boulevard Exit. Turn left on International. Turn left on Centennial Parkway. Turn left on Marietta Street.
- From the North on 75-85: Take Williams Street. Exit. Turn right on International Boulevard. Turn left on Centennial Parkway. Turn left at Marietta Street.

<http://www.gabar.org/bardirections.asp>

SIMULCAST TO THE SOUTH GEORGIA OFFICE OF THE STATE BAR OF GEORGIA
244 E. Second Street
Tifton, Georgia • (229) 387-0046

CANCELLATION POLICY

If you are unable to attend, please cancel your registration by 5:00pm, November 13, 2006



SEMINAR REGISTRATION POLICY

This is a special "invitation only" seminar. Pre-registration is required before November 13, 2006 by completing the attached form and returning it via U.S. mail to ICLE in Georgia • PO Box 1885 • Athens, GA 30603-1885 or via fax at (706) 354-4190

AGENDA

Presiding: *Douglas G. Ashworth*, Director, Transition Into Law Practice Program, State Bar of Georgia, Atlanta

8:15 **REGISTRATION** (All attendees must check in upon arrival. A removable jacket or sweater is recommended.)

9:00 **WELCOME AND PROGRAM OVERVIEW**

John T. Marshall, Chair, Standards of the Profession Committee, State Bar of Georgia; Powell Goldstein LLP, Atlanta

9:10 **OVERVIEW OF TRANSITION INTO LAW PRACTICE PROGRAM REQUIREMENTS**
Douglas G. Ashworth

9:30 **THE INSIDE MENTORING EXPERIENCE**
Holly L. Geerdes, Inside Mentor, The Law Group of Geerdes and Kim, LLC, Atlanta
Safiya W. Byars, Beginning Lawyer, The Law Group of Geerdes & Kim, LLP, Atlanta

10:15 **BREAK**

10:35 **THE OUTSIDE MENTORING EXPERIENCE**
Reginald L. Bellury, Outside Mentor, Reginald L. Bellury, Attorney at Law, Milledgeville
William H. Smith, III, Beginning Lawyer – Sole Practitioner, William H. Smith, LLC, Milledgeville

11:20 **HOW THE CLE COMPONENT SUPPORTS THE MENTORING EXPERIENCE**
C. Ronald Ellington, Professor, University of Georgia School of Law, Athens

11:45 **QUESTIONS AND ANSWERS**
All available speakers

12:00 **REMARKS AND ADMINISTRATION OF OATH OF APPOINTMENT AS MENTOR**
Hon. Leah Ward Sears, Chief Justice, Supreme Court of Georgia, Atlanta

12:15 **ADJOURN**

Registration Fee and CLE fees for this program are being paid by the Transition into Law Practice Program.

TWO WAYS TO REGISTER: check the ICLE schedule on the web at www.iclega.org

Mail: ICLE • P.O. Box 1885 • Athens, GA 30603-1885

Fax: 706-354-4190

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Questions? Call ICLE Atlanta Area: 770-466-0886 • Athens Area: 706-369-5664 • Toll Free: 1-800-422-0893

MENTOR ORIENTATION • NOVEMBER 15, 2006 • 6417

NAME _____ GEORGIA BAR # _____

FIRM/COMPANY _____ OFFICE PHONE (_____) _____

◇EMAIL _____ (for registration confirmation and email notification of seminars, no postcard or brochures will be sent)

MAILING ADDRESS _____ ZIP + 4 _____ - _____

STREET ADDRESS _____ ZIP + 4 _____ - _____

CITY _____ STATE _____

- I will attend the live program in Atlanta.
- I will attend the simulcast in Tifton.

◇Early registrations must be received 48 hours before the seminar.



APPENDIX D

MODEL MENTORING PLAN

(NOTE: This Appendix Item contains 10 pages)



STATE BAR OF GEORGIA
COMMISSION ON CONTINUING LAWYER COMPETENCY



Transition Into Law Practice Program

Douglas Ashworth, Director

John T. Marshall, Chair
Standards of the Profession Committee

MODEL MENTORING PLAN

We, the undersigned Mentor ("Mentor") and Beginning Lawyer ("Lawyer") agree upon this Mentoring Plan detailing activities and experiences related to our participation in the Transition Into Law Practice Program.

We pledge that we will use our best efforts to carry out this Mentoring Plan in a manner that fulfills the purpose of the Transition Into Law Practice Program in assisting the Lawyer to acquire the practical skills, judgment and professional values to practice law in a highly competent manner. We pledge that we will devote the time and effort necessary to achieve these goals.

Print Name of Mentor & Bar No.

Mentor Signature Date

Print Name of Beginning Lawyer & Bar No.

Beginning Lawyer Signature Date

NOTE: This Model Plan is a guide. Mentor and Beginning Lawyer may utilize this Model Plan with no changes, or they may individualize this Model Plan to fit the practice setting of the Beginning Lawyer.

Transition Into Law Practice Program - Model Mentoring Plan

_____, Beginning Lawyer
_____, Mentor

**MODEL MENTORING PLAN
OF ACTIVITIES AND EXPERIENCES**

The following activities and experiences are intended to serve as a guide to assist the Mentor and Beginning Lawyer in jointly developing a specific plan of activities to be completed over the course of the twelve (12) months of mentoring. The particular Mentoring Plan should incorporate as many of these activities and experiences as feasible while being adjusted to the particular practice setting and individual needs.

At the end of the mentoring year, the Mentoring Plan will serve as the Mentor's evaluative tool to determine if the Beginning Lawyer has satisfactorily completed the mentoring program. A Mentor whose area of practice is other than litigation and trial work may choose to call on another experienced lawyer who practices in this area to assist in mentoring the Beginning Lawyer in the area of the Advocacy Experiences Requirement. (Section E herein)

A cornerstone of the Program is linkage of the Mentoring component with the CLE component. The terms "Working with Your Client" (Section D.1. herein) "Acting For Your Client" (Section H.1. herein) and "Negotiating For Your Client" (Section I.1. herein) refer to topical areas which may be covered in ICLE facilitated seminars.

Transition Into Law Practice Program - Model Mentoring Plan

_____, Beginning Lawyer
_____, Mentor

	ACTIVITY OR EXPERIENCE	DATE COMPLETED
A.	Introduction to the Legal Community	
1.	The Mentor should contact the Beginning Lawyer as soon as practicable after receipt of the notice of assignment and arrange to meet at the Mentor's office to get acquainted. At that time or another, the Mentor should introduce the Beginning Lawyer to other lawyers and staff members at the Mentor's office or, in the case of in-firm mentoring; ascertain that such introductions have already occurred.	_____
2.	Invite the Beginning Lawyer to attend a meeting of the local bar association and discuss local, state and national bar association opportunities.	_____
3.	Introduce, as feasible, the Beginning Lawyer to other lawyers in the community through attendance at local bar association meetings or otherwise.	_____
4.	Escort the Beginning Lawyer on a tour of the local courthouse(s) 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 Lawyer with Legal Aid, Georgia Legal Services, and opportunities for lawyers in private practice to engage in pro bono activities.	_____
B.	Introduction to the Community at Large	
1.	Invite the Beginning Lawyer 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.	_____

Transition Into Law Practice Program - Model Mentoring Plan

_____, Beginning Lawyer
_____, Mentor

C. Introduction to Law Office Management

**DATE
COMPLETED**

1. The Mentor should take the Beginning Lawyer on a tour of the Mentor's office and demonstrate and explain how the following items of law practice management are used and handled in the Mentor's office, if applicable.
 - (a) Time Records _____
 - (b) Records of client-related expenses _____
 - (c) Billing system _____
 - (d) Escrow or Trust Account and handling of clients funds _____
 - (e) Filing System _____
 - (f) Document Retention Plan _____
 - (g) Calendar and "Tickler" or Reminder Systems _____
 - (h) Information Technology Systems _____
 - (i) Library and Research Systems _____
 - (j) Other resources (publications, seminars, equipment, etc.) that a Beginning Lawyer might find particularly helpful in his or her work _____
 - (k) Discuss good time management skills and techniques _____
 - (l) Discuss practices to maintain client confidentiality _____
 - (m) Discuss role and responsibilities of paralegals, secretaries and other office personnel, and how to establish good working relationships with others in same office who are support staff, colleagues or senior partners _____

Transition Into Law Practice Program - Model Mentoring Plan

_____, Beginning Lawyer
_____, Mentor

D. Working With Your Client

**DATE
COMPLETED**

1. Discuss Topical questions and cover items of practical guidance learned from the continuing legal education ("CLE") programs attended, if applicable, including responsibilities of the attorney and the client in decision making.
2. Discuss how to gather information about a legal matter and appraise credibility and trust.
3. Discuss how to screen for, recognize and avoid conflicts of interest.
4. Discuss how to decide whether to accept a proffered representation.
5. Discuss the use of retainer or engagement letters and defining the scope of the representation.
6. Discuss how to talk about and set the fee for legal services.
7. Discuss how to deal with a "difficult" client.
8. Discuss "DO's and DON'TS" of maintaining good ongoing client relations, such as returning telephone calls and keeping client informed about matters.
9. Discuss terminating the lawyer-client relationship and necessary documentation.
10. *Participate in or observe at least one client interview or client counseling session.*

*** For Inside Mentors and Beginning Lawyers only.**

Transition Into Law Practice Program - Model Mentoring Plan

_____, Beginning Lawyer
_____, Mentor

E. **Mandatory Advocacy Experiences**

Mandatory Advocacy Experiences are required for certain Beginning Lawyers.

State Bar Rule 8-104(D) provides:

"Prior to appearing as sole or lead counsel in the Superior or State Courts of Georgia in any contested civil case or in the trial of a criminal case, any newly admitted active member admitted to practice after June 30, 2005, shall complete the mandatory Advocacy Experiences of the Transition Into Law Practice Program . . ."

Regulation (5) following State Bar Rule 8-104(D) provides:

"(5) For participants in the Transition Into Law Practice Program who wish to appear as sole or lead counsel in the Superior or State Courts of Georgia in any contested civil case or in the trial of a criminal case, the mentors and beginning lawyers shall devise five (5) mandatory Advocacy Experiences tailored to the practices of the beginning lawyers.

The following are examples:

- i. An actual or simulated deposition of a witness or adverse party in a civil action;*
- ii. An actual or simulated jury trial in a civil or criminal case in either a state or federal court;*
- iii. An actual or simulated nonjury trial or evidentiary hearing in a state or federal court;*
- iv. An actual or webcast of an appellate argument in the Supreme Court of Georgia, the Court of Appeals of Georgia, or a United States Circuit Court of Appeals; and*
- v. An actual or simulated mediation.*

Other advocacy experiences may be selected by Mentors to comply with Rule 8-104(D)."

Transition Into Law Practice Program - Model Mentoring Plan

_____, Beginning Lawyer
_____, Mentor

For Beginning Lawyers subject to the mandatory Advocacy Experiences requirement, the Mentor should monitor and facilitate the progress of the Beginning Lawyer in observing five (5) Advocacy Experiences and by discussing, or arranging for another experienced lawyer to discuss, the context and assess the event observed. The five (5) experiences should be tailored to the Beginning Lawyers practice area.

REMINDER: Up to three (3) of the five (5) mandatory Advocacy Experiences may be obtained prior to admission to practice, under certain conditions. See Rule 8-104(D).

LIST MANDATORY ADVOCACY EXPERIENCES:

	DATE COMPLETED
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Transition Into Law Practice Program - Model Mentoring Plan

_____, Beginning Lawyer
_____, Mentor

F. Optional Advocacy Experiences

**DATE
COMPLETED**

Arrange for the Beginning Lawyer to observe an actual or simulated arbitration and discuss or arrange for an experienced lawyer to discuss the arbitration observed, provide relevant background context and evaluate what is observed.

Arrange for the Beginning Lawyer to observe a judicial-type hearing conducted by a state or local administrative body (e.g., local zoning board; tax equalization board hearing; state licensing or regulatory board) and provide relevant background context and evaluate what is observed.

G. Closing and Transactional Work

Arrange for Beginning Lawyer to observe a real estate or other business transaction or financial closing and explain relevant background.

Transition Into Law Practice Program - Model Mentoring Plan

_____, Beginning Lawyer
_____, Mentor

H. The Obligations of Attorneys to Others

DATE
COMPLETED

11. Discuss Topical questions and cover items of practical guidance learned from the continuing legal education ("CLE") programs attended, if applicable.
12. Discuss "A Lawyer's Creed" (see below) and how one as a lawyer can use the law and legal process as "instruments for the common good."

A LAWYER'S CREED

To my clients, I offer faithfulness, competence, diligence, and good judgment. I will strive to represent you as I would want to be represented and to be worthy of your trust.

To the opposing parties and their counsel, I offer fairness, integrity, and civility. I will seek reconciliation and, if we fail, I will strive to make our dispute a dignified one.

To the courts, and other tribunals, and to those who assist them, I offer respect, candor, and courtesy. I will strive to do honor to the search for justice.

To my colleagues in the practice of law, I offer concern for your welfare. I will strive to make our association a professional friendship.

To the profession, I offer assistance. I will strive to keep our business a profession and our profession a calling in the spirit of public service.

To the public and our systems of justice, I offer service. I will strive to improve the law and our legal system, to make the law and our legal system available to all, and to seek the common good through the representation of my clients.

Transition Into Law Practice Program - Model Mentoring Plan

_____, Beginning Lawyer
_____, Mentor

I. Negotiation

DATE
COMPLETED

1. Discuss Topical questions and cover items of practical guidance learned from the continuing legal education ("CLE") programs attended, if applicable, including responsibilities of the attorney and the client in decision, if applicable, such as:
 - (a) How to prepare for the negotiation of a legal matter (e.g., release of a personal injury claim, lease agreement, etc.)
 - (b) When and how negotiation should be initiated
 - (c) How to involve the client in negotiation
 - (d) How to negotiate with an attorney with years of experience, a friend, etc.
 - (e) Ethical and professionalism obligations of negotiators
 - (f) Skills needed to be an effective negotiator and how to acquire them

2. Arrange for Beginning Lawyer to observe an actual or simulated negotiation and explain relevant background context and then evaluate what is observed.

END OF MODEL MENTORING PLAN

Model Mentoring Plan compiled by:

State Bar of Georgia
Transition Into Law Practice Program
104 Marietta Street, NW – Suite 100
Atlanta, Georgia 30303
tilpp@gabar.org

APPENDIX E

CLE PROGRAM AGENDAS

(NOTE: This Appendix Item contains 17 pages)

Tuesday - Wednesday • January 24-25, 2006

FUNDAMENTALS OF LAW PRACTICE

PLEASE NOTE

This program fulfills the CLE requirement of the Transition into Law Practice Program. Enrollment for this seminar will be capped at 100, to facilitate small group discussion, with priority given to those with outside mentors. This priority will cease at the close of business on January 13, 2006, at which time, if spaces are still available, the registrations of those with in-house mentors will be accepted on an equal basis with those with outside mentors, until the enrollment cap of 100 is reached. Therefore, early registration will be crucial. Those with in-house mentors who register before January 13, 2006 will be placed on a waiting list in the order received and will be notified beginning January 16, 2006 if space is available.

STATE BAR OF GEORGIA HEADQUARTERS
 104 Marietta Street NW
 Atlanta, GA

Parking is free in the State Bar Headquarters for State Bar members attending ICLE seminars. Entrance to the Conference Center is located on Level 6 of the State Bar Headquarters parking deck. Please have parking ticket stamped by ICLE registration personnel before leaving the seminar.

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- From the South on 75-85: Take International Boulevard Exit. Turn left on International. Turn left on Centennial Parkway. Turn left on Marietta Street.
- From the North on 75-85: Take Williams Street. Exit. Turn right on International Boulevard. Turn left on Centennial Parkway. Turn left at Marietta Street.

<http://www.gabar.org/bardirections.asp>

All questions regarding this seminar should be directed to the Institute of Continuing Legal Education in Georgia at 1-800-422-0893.

The registration fee for all seminars held at the State Bar of Georgia has been reduced by ICLE in recognition of the Bar's service to Georgia attorneys.

SEMINAR REGISTRATION POLICY

Early registrations must be received 48 hours before the seminar. ICLE will accept on-site registrations as space allows. However, potential attendees should call ICLE the day before the seminar to verify that space is available. All attendees must check in upon arrival and are requested to wear nametags at all times during the seminar.



CANCELLATION POLICY

Cancellations reaching ICLE by 5:00 p.m. the day before the seminar date will receive a registration fee refund less a \$15.00 administrative fee. Otherwise, the registrant will be considered a "no show" and will not receive a registration fee refund. Program materials will be shipped after the program to every "no show." Designated substitutes may take the place of registrants unable to attend.

THREE WAYS TO REGISTER: check the ICLE schedule on the web at www.iclega.org

Mail: ICLE • P.O. Box 1885 • Athens, GA 30603-1885 (make check payable to ICLE)

Fax: 706-354-4190 (credit card payment must accompany fax to be processed)

Online: iclega.org (credit card payment only)

Duplicate registrations may result in multiple charges to your account. A \$15 administrative fee will apply to refunds required because of duplicate registrations.

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Questions? Call ICLE Atlanta Area: 770-466-0886 • Athens Area: 706-369-5664 • Toll Free: 1-800-422-0893

FUNDAMENTALS OF LAW PRACTICE • JANUARY 24-25, 2006 • 6219

NAME _____ GEORGIA BAR # _____
 FIRM/COMPANY _____ OFFICE PHONE (____) _____
 CHECK ONE: I HAVE AN OUTSIDE MENTOR. I HAVE AN IN-HOUSE MENTOR. (For registration confirmation and email notification of seminars, no postcard or brochures will be sent)
 ☆ EMAIL _____
 MAILING ADDRESS _____ ZIP + 4 _____
 STREET ADDRESS _____ + (for UPS) ZIP + 4 _____
 CITY _____ STATE _____

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*Early registrations must be received 48 hours before the seminar.

AGENDA

Presiding: *Prof. C. Ronald Ellington*, A. Gus Cleveland Distinguished Chair of Legal Ethics and Professionalism University of Georgia School of Law, Athens
J. Benjamin Finley, Finley & Buckley, P.C., Atlanta
Timothy J. Buckley, III, Finley & Buckley, P.C., Atlanta

JANUARY 24, 2006

- 8:15 REGISTRATION (All attendees must check in upon arrival. A removable jacket or sweater is recommended.)
- 8:50 WELCOME AND INTRODUCTION: WHY ARE YOU HERE?
John T. Marshall, Powell Goldstein LLP, Atlanta
- 9:00 REQUIREMENTS OF TRANSITION INTO LAW PRACTICE PROGRAM
Douglas G. Ashworth, Director, Transition Into Law Practice Program, State Bar of Georgia, Atlanta
- 9:30 PRO BONO OPPORTUNITIES
Terry Walsh, Alston & Bird LLP, Atlanta
- 9:45 WORKING WITH YOUR CLIENT - THE INITIAL INTERVIEW
Prof. David G. Oedel, Mercer University School of Law, Macon
- 10:30 BREAK
- ATTENDEES WILL BE DIVIDED INTO SMALL GROUPS
EACH GROUP WILL ATTEND EACH SESSION
- Working With Your Client
 - Acting For Your Client
 - Negotiating For Your Client
- 10:45 WORKING WITH YOUR CLIENT (Continued)
Facilitator: *Prof. David G. Oedel*
Group Leaders:
Susan Warren Cox, Edenfield, Cox, Bruce & Classens, P.C., Statesboro
Prof. Clark D. Cunningham, Georgia State University College of Law, Atlanta
Gregory M. Eells, Eells & Allen, LLC, Atlanta
W. Seaborn Jones, Owen Gleaton Egan Jones & Sweeney, LLC, Atlanta
John T. Marshall, Powell Goldstein LLP, Atlanta
Tina Shadix Roddenbery, Kidd & Vaughan, Atlanta
- 12:00 LUNCH (Included in registration fee)
Topic: "LAW AS A CALLING"
Speaker: *Hon. Norman S. Fletcher*, Former Chief Justice, Supreme Court of Georgia, Atlanta
- 1:15 ACTING FOR YOUR CLIENT
Facilitator: *Prof. C. Ronald Ellington*
Group Leaders:
Carol V. Clark, McCalla Raymer Padrick Cobb Nichols & Clark LLC, Roswell
Peter J. Daughtery, Buller Wooten Fryhofer Daughtery & Crawford LLP, Columbus
Benjamin F. Easterlin, IV, King & Spalding LLP, Atlanta
Dorothy Y. Kirkley, Kirkley & Hawker LLC, Atlanta
Albert M. Pearson, III, Moraitakis Kushel Pearson Gardner LLP, Atlanta
Robert L. Shannon, Jr., Hall Booth Smith & Slover, P.C., Atlanta
- 2:45 BREAK
- 3:00 NEGOTIATING FOR YOUR CLIENT
Facilitator: *Prof. Douglas H. Yarn*, Georgia State University College of Law, Atlanta
Group Leaders:
Hon. Robert V. Rodatus, Judge, Gwinnett County Juvenile Court, Lawrenceville
Delia T. "Dee" Crouch, Law Office of Delia T. Crouch, Newnan
A. James Elliott, Professor, Emory University School of Law, Atlanta
Jennifer W. Fletcher, Griffin, Cochrane & Marshall, P.C., Atlanta
William U. Norwood, III, Pope McGlamry Kilpatrick Morrison & Norwood LLP, Atlanta
R. Wayne Thorpe, JAMS, Atlanta

JANUARY 25, 2006

- 8:50 WELCOME AND DIRECTIONS FOR DAY TWO
Timothy J. Buckley, III
- 9:00 ORGANIZING YOUR TIME
Natalie Kelly, Director, Law Practice Management, State Bar of Georgia, Atlanta
- ROTATING PRACTICE POINTERS BREAKOUT SESSIONS ON THE FOLLOWING TOPICS:
- A. Civil Litigation
J. Benjamin Finley
C. Neal Pope, Pope, McGlamry, Kilpatrick, Morrison & Norwood, LLP, Atlanta
 - B. Criminal Defense
Jeffrey H. Brickman, Needle & Rosenberg, P.C., Atlanta
 - C. Real Estate
Larry C. Oldham, Larry C. Oldham, P.C., Cumming
 - D. Family Law
J. Matthew Anthony, Warner, Mayoue, Bates & Nolen, P.C., Atlanta
 - E. Representing Small Businesses
G. Brian Raley, Raley & Sandifer, P.C., Atlanta
 - F. Wills and Estates
James R. Robinson, Amall Golden Gregory LLP, Atlanta
 - G. Workers' Compensation
Steven A. Westby, Hamilton, Westby, Antonowich & Anderson, Atlanta
 - H. Law Practice Management
Timothy J. Buckley, III
 - I. Alternative Dispute Resolution
Terrence L. Croft, King & Croft LLP, Atlanta
- 9:30 BREAKOUT SESSION ONE (Choose one)
Topics A, B, C, & D
- 10:30 BREAK
- 10:45 BREAKOUT SESSION TWO (Choose one)
Topics A, B, E, D, & G
- 11:45 LUNCH (Included in registration fee)
Speaker Topic: "HOW TO BENEFIT FROM MENTORING"
Speaker: *Sara Evans*, Hawkins & Pamell LLP, Atlanta
- 12:45 BREAKOUT SESSION THREE (Choose one)
Topics C, E, F, H, & I
- 1:45 BREAK
- 2:00 BREAKOUT SESSION FOUR (Choose one)
Topics F, G, H, & I
- 3:00 BREAK
- 3:15 DISCIPLINARY ACTIONS - HOW TO AVOID THEM
Paula J. Frederick, Deputy General Counsel, Office of General Counsel, State Bar of Georgia, Atlanta
- 3:45 LAWYER ASSISTANCE PROGRAM
Steven Brown, Lawyer Assistance Program, State Bar of Georgia, Atlanta
- 4:00 MALPRACTICE PREVENTION AND PURCHASING MALPRACTICE INSURANCE
J. Randolph Evans, McKenna Long & Aldridge LLP, Atlanta
- 4:45 ADJOURN

Tuesday - Wednesday • February 28 - March 1, 2006

ENHANCED BRIDGE THE GAP

PLEASE NOTE:

This program fulfills the CLE requirement of the Transition into Law Practice Program. Enrollment for this seminar will be capped at 300, so early registration is crucial. The program will be taped for a video replay scheduled for April 4-5, 2006 (see agenda for break-out sessions to be taped.) This seminar is intended primarily for those who have a mentor within their firm. Those who have mentors outside their firms are permitted to attend but are encouraged to take Fundamentals of Law Practice, with its smaller group discussions, later in the year.

On the second day, you must choose one of three breakout sessions several times during the day. Please indicate your choices on the registration form below.

The panel on Law Firm Culture on the second day will address how to acclimate to and succeed in a law firm.

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Atlanta, GA

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All questions regarding this seminar should be directed to the Institute of Continuing Legal Education in Georgia at 1-800-422-0893.

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CANCELLATION POLICY

Cancellations reaching ICLE by 5:00 p.m. the day before the seminar date will receive a registration fee refund less a \$15.00 administrative fee. Otherwise, the registrant will be considered a "no show" and will not receive a registration fee refund. Program materials will be shipped after the program to every "no show." Designated substitutes may take the place of registrants unable to attend.

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ENHANCED BRIDGE THE GAP • FEBRUARY 28 - MARCH 1, 2006 • 6250

REGISTRATION FEE: \$195

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- Criminal Defense
 - Law Practice Management
 - Business Practice

- I plan to attend (check one):
- Civil Litigation
 - Real Estate
 - Workers' Compensation

- I plan to attend (check one):
- Family Law
 - Wills and Estates
 - Law Firm Culture

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AGENDA

Co-Chairs: Prof. C. Ronald Ellington, A. Gus Cleveland Distinguished Chair of Legal Ethics and Professionalism, University of Georgia School of Law, Athens
J. Benjamin Finley, Finley & Buckley, P.C., Atlanta
Timothy J. Buckley, III, Finley & Buckley, P.C., Atlanta

TUESDAY, FEBRUARY 28, 2006

- 8:15 **REGISTRATION**
(All attendees must check in upon arrival. A removable jacket or sweater is recommended.)
- 8:50 **WELCOME AND INTRODUCTION: WHY ARE YOU HERE?**
John T. Marshall, Powell Goldstein LLP, Atlanta
- 9:00 **REQUIREMENTS OF TRANSITION INTO LAW PRACTICE PROGRAM**
Douglas G. Ashworth, Director, Transition Into Law Practice Program, State Bar of Georgia, Atlanta
- 9:30 **PRO BONO OPPORTUNITIES**
Terry Walsh, Alston & Bird LLP, Atlanta
- 9:45 **WORKING WITH YOUR CLIENT - THE INITIAL INTERVIEW**
David G. Oedel, Professor, Mercer University School of Law, Macon
- 10:30 **BREAK**
- 10:45 **WORKING WITH YOUR CLIENT (Continued)**
Moderator: *David G. Oedel*
Panelists:
Robin Frazer Clark, Clark Goldner, P.C., Atlanta
Gregory M. Ellis, Ellis & Allen, LLC, Atlanta
Phillipa V. Ellis, Owen Gleaton Egan Jones & Sweeney LLP, Atlanta
W. Seaborn Jones, Owen Gleaton Egan Jones & Sweeney LLP, Atlanta
Tina Shadix Roddenbery, Kidd & Vaughan, Atlanta
Derek J. White, The Derek White Law Firm, Pooler
- 12:00 **LUNCH** (Included in registration fee)
Topic: "LAW AS A CALLING"
Speaker:
Hon. Norman S. Fletcher, Former Chief Justice, Supreme Court of Georgia, Atlanta
- 1:15 **ACTING FOR YOUR CLIENT**
Moderator:
C. Ronald Ellington
Panelists:
Carol V. Clark, McCalla Raymer Padrick Cobb Nichols & Clark LLC, Roswell
Peter J. Daughtery, Butler Wooten Fryhofer Daughtery & Crawford LLP, Columbus
Benjamin F. Easterlin, IV, King & Spalding LLP, Atlanta
Dorothy Y. Kirkley, Kirkley & Hawker LLC, Atlanta
John T. Marshall
J. Robert Persons, Carter & Ansley LLP, Atlanta
Robert L. Shannon, Jr., Hall Booth Smith & Slover, P.C., Atlanta
- 2:45 **BREAK**
- 3:00 **NEGOTIATING FOR YOUR CLIENT**
Moderator:
Douglas H. Yarn, Professor, Georgia State University College of Law, Atlanta
Panelists:
Hon. Robert V. Rodatus, Judge, Gwinnett County Juvenile Court, Lawrenceville
Brenda Joy "B.J." Bemstein, The Bemstein Firm, P.C., Atlanta
Delia T. "Dee" Crouch, Law Office of Delia T. Crouch, Newnan
A. James Elliott, Professor, Emory University School of Law, Atlanta
Jennifer W. Fletcher, Griffin, Cochrane & Marshall, P.C., Atlanta
Daniel J. King, King & Spalding LLP, Atlanta
William U. Norwood, III, Pope McGlamry Kilpatrick Morrison & Norwood LLP, Atlanta
R. Wayne Thorpe, JAMS, Atlanta
- 4:30 **RECESS**

WEDNESDAY, MARCH 1, 2006

- 8:50 **WELCOME AND DIRECTIONS FOR DAY TWO**
Timothy J. Buckley, III
- 9:00 **PRACTICE POINTERS BREAKOUT SESSION ONE (CHOOSE ONE)**
A. **Criminal Defense**
Sherry Boston, The Bernstein Firm, Atlanta
Brian Steel, The Steel Firm, P.C., Atlanta
B. **Law Practice Management**
Natalie Kelly, Director, Law Practice Management, State Bar of Georgia, Atlanta
Timothy J. Buckley III
C. **Business Practice (session will be video taped)**
William C. Collins, Jr., Burr & Forman, LLP, Atlanta
G. Brian Raley, Raley & Sandifer, P.C., Atlanta
- 10:30 **BREAK**
- 10:45 **DISCIPLINARY ACTIONS - HOW TO AVOID THEM**
Rebecca A. Hall, Assistant General Counsel, Office of General Counsel, State Bar of Georgia, Atlanta
- 11:15 **LAWYER ASSISTANCE PROGRAM**
Steven Brown, Lawyer Assistance Program, State Bar of Georgia, Atlanta
- 11:30 **MALPRACTICE PREVENTION AND PURCHASING MALPRACTICE INSURANCE**
Karen Barris Bragman, Amall Golden Gregory LLP, Atlanta
- 12:15 **LUNCH** (Included in registration fee)
Topic: "HOW TO BENEFIT FROM MENTORING"
Speaker: *Sara Evans, Hawkins & Pamell LLP, Atlanta*
- 1:30 **PRACTICE POINTERS BREAKOUT SESSION TWO (CHOOSE ONE)**
A. **Civil Litigation (session will be video taped)**
Robin Fraser Clark, Clark Goldner, P.C., Atlanta
Stephen L. Cotter, Swift, Cumie, McGhee & Hiers, LLP, Atlanta
W. Ray Persons, King & Spalding LLP, Atlanta
James N. Sadd, Stappay & Sadd, Atlanta
B. **Real Estate**
Don G. Gaskill, Jr., Gaskill York LLC, Duluth
Larry C. Oldham, Larry C. Oldham, P.C., Cumming
C. **Workers' Compensation**
D. Gregory Rogers, Rogers, Hoffrichter & Karrh, P.C., Fayetteville
Steven A. Westby, Hamilton, Westby, Antonowich & Anderson, Atlanta
- 3:00 **BREAK**
- 3:15 **PRACTICE POINTERS BREAKOUT SESSION THREE (CHOOSE ONE)**
A. **Family Law (session will be video taped)**
J. Matthew Anthony, Warner, Mayoue, Bates & Nolen, P.C., Atlanta
Emily "Sandy" S. Bair, Emily S. Bair & Associates, P.C., Atlanta
Anne H. Jarrett, Anne H. Jarrett, P.C., Atlanta
B. **Wills and Estates**
David F. Golden, Troutman Sanders LLP, Atlanta
James R. Robinson, Amall Golden Gregory LLP, Atlanta
C. **Law Firm Culture**
Myra K. Creighton, Fisher & Phillips, LLP, Atlanta
Jeanine L. Gibbs, Wargo & French LLP, Atlanta
Ginabell B. Hutchison, Alston & Bird LLP, Atlanta
Charles E. Peeler, Flynn & Peeler LLC, Albany
Eric P. Schroeder, Powell Goldstein LLP, Atlanta
- 4:45 **ADJOURN**

Tuesday - Wednesday • April 4-5, 2006

ENHANCED BRIDGE THE GAP

Only newly admitted Georgia attorneys may receive credit for this program.
- Designed primarily for those with in-house mentors -

STATEWIDE LOCATIONS

AlbanyDarton College, Allied Health/Community Services Bldg. (Bldg. J), 2400 Gillionville Rd. (Use East entrance)	DaltonDalton State College, 650 College Dr.
AtlantaGeorgia Bar Center, 104 Marietta St. NW	MaconMacon State College, Learn Support Bldg. K, Rm 105
AthensICLE, A.G. Cleveland Bldg., 248 Prince Ave.	RomeGeorgia Highlands College, Heritage Hall, 415 E. 3rd Ave. (not on main campus)
AugustaAugusta State University, Rm. 214, Galloway Hall, 2500 Walton Way	SavannahCoastal Georgia Center, 305 Fahm St.
ColumbusColumbus State Univ., Elizabeth Bradley Turner Ctr., corner of E. Lindsey & College Dr.,	TiftonUGA Tifton Campus Conference Center, Rural Development Center, 15 RDC Rd. (exit 64 off I-75)
	ValdostaValdosta State University, Regional Ctr. for Continuing Education, 903 N. Patterson St. (Park In Rear)

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ENHANCED BRIDGE THE GAP (VIDEO REPLAY) • APRIL 4-5, 2006 • 6301

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- Atlanta- State Bar
- Augusta
- Columbus
- Dalton
- Macon
- Rome
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- Valdosta

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On-Site Registration Fee: \$195

+Early registrations must be received 48 hours before the seminar.

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J. Benjamin Finley, Finley & Buckley, P.C., Atlanta
Timothy J. Buckley, III, Finley & Buckley, P.C., Atlanta

TUESDAY, APRIL 4, 2006

- 8:15 **REGISTRATION**
(All attendees must check in upon arrival. A removable jacket or sweater is recommended.)
- 8:50 **WELCOME AND INTRODUCTION: WHY ARE YOU HERE?**
John T. Marshall, Powell Goldstein LLP, Atlanta
- 9:00 **REQUIREMENTS OF TRANSITION INTO LAW PRACTICE PROGRAM**
Douglas G. Ashworth, Director, Transition Into Law Practice Program, State Bar of Georgia, Atlanta
- 9:30 **PRO BONO OPPORTUNITIES**
Terry Walsh, Alston & Bird LLP, Atlanta
- 9:45 **WORKING WITH YOUR CLIENT - THE INITIAL INTERVIEW**
David G. Oedel, Professor, Mercer University School of Law, Macon
- 10:30 **BREAK**
- 10:45 **WORKING WITH YOUR CLIENT (Continued)**
Moderator: *David G. Oedel*
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Gregory M. Eells, Eells & Allen, LLC, Atlanta
Phillipa V. Ellis, Owen Gleaton Egan Jones & Sweeney LLP, Atlanta
W. Seaborn Jones, Owen Gleaton Egan Jones & Sweeney LLP, Atlanta
Tina Shadix Roddenbery, Kidd & Vaughan, Atlanta
Derek J. White, The Derek White Law Firm, Pooler
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- 1:00 **"LAW AS A CALLING"**
Hon. Norman S. Fletcher, Former Chief Justice, Supreme Court of Georgia, Atlanta
- 1:15 **ACTING FOR YOUR CLIENT**
Moderator:
C. Ronald Ellington
Panelists:
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Peter J. Daugherty, Butler Woolen Fryhofer Daugherty & Crawford LLP, Columbus
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J. Robert Persons, Carter & Ansley LLP, Atlanta
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Hon. Robert V. Rodatus, Judge, Gwinnett County Juvenile Court, Lawrenceville
Brenda Joy "B.J." Bernstein, The Bernstein Firm, P.C., Atlanta
Delia T. "Dea" Crouch, Law Office of Delia T. Crouch, Newnan
A. James Elliott, Professor, Emory University School of Law, Atlanta
William U. Norwood, III, Pope McGlamry Kilpatrick Morrison & Norwood LLP, Atlanta
- 4:30 **RECESS**

WEDNESDAY, APRIL 5, 2006

- 8:50 **WELCOME AND DIRECTIONS FOR DAY TWO**
Timothy J. Buckley, III
- 9:00 **BUSINESS PRACTICE**
William C. Collins, Jr., Burr & Forman, LLP, Atlanta
- 10:30 **BREAK**
- 10:45 **DISCIPLINARY ACTIONS - HOW TO AVOID THEM**
Rebecca A. Hall, Assistant General Counsel, Office of General Counsel, State Bar of Georgia, Atlanta
- 11:15 **LAWYER ASSISTANCE PROGRAM**
Steven Brown, Lawyer Assistance Program, State Bar of Georgia, Atlanta
- 11:30 **MALPRACTICE PREVENTION AND PURCHASING MALPRACTICE INSURANCE**
Karen Barris Bragman, Amall Golden Gregory LLP, Atlanta
- 12:15 **LUNCH**
- 1:15 **"HOW TO BENEFIT FROM MENTORING"**
Sara Evans, Hawkins & Parnell LLP, Atlanta
- 1:30 **CIVIL LITIGATION**
Robin Fraser Clark, Clark Goldner, P.C., Atlanta
Stephen L. Coitler, Swift, Currie, McGhee & Hiers, LLP, Atlanta
Anita Wallace Thomas, Nelson Mullins Riley Scarborough LLP, Atlanta
James N. Sadd, Slappey & Sadd, Atlanta
- 3:00 **BREAK**
- 3:15 **LAW FIRM CULTURE**
Moderator:
C. Ronald Ellington
Panelists:
Myra K. Creighton, Fisher & Phillips, LLP, Atlanta
Jeanine L. Gibbs, Wargo & French LLP, Atlanta
Ginabeth B. Hutchison, Alston & Bird LLP, Atlanta
Charles E. Peeler, Flynn & Peeler LLC, Albany
Eric P. Schroeder, Powell Goldstein LLP, Atlanta
- 4:30 **ADJOURN**

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BEGINNING LAWYERS PROGRAM

PARTICIPANTS IN THE TRANSITION INTO LAW PRACTICE PROGRAM PLEASE NOTE:

THIS PROGRAM IS NOT REQUIRED FOR PROSECUTORS, SOLICITORS AND PUBLIC DEFENDERS. EACH OF THESE GROUPS HAS THEIR SEPARATE MENTORING AND CLE PROGRAMS. This new six-hour program replaces the former twelve-hour programs called "Fundamentals of Law Practice" or "Enhanced Bridge the Gap." Those of you who have not already completed the Continuing Legal Education (CLE) component of the Transition into Law Practice Program will take the program offered in this brochure along with any other six-hour CLE course of your choosing. You must complete the CLE component before the end of this calendar year.

Wednesday • September 20, 2006

All questions regarding this seminar should be directed to the Institute of Continuing Legal Education in Georgia at 1-800-422-0893

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Marta: The State Bar of Georgia Headquarters is about one block from Station W1 (Philips Arena/CNN Center) on Marta's west line.

<http://www.gabar.org/bardirections.asp>

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Online: iclega.org (credit card payment only)

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BEGINNING LAWYERS PROGRAM • SEPTEMBER 20, 2006 • 6360

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 FIRM/COMPANY _____ OFFICE PHONE (_____) _____
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 CITY _____ STATE _____

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I authorize ICLE to charge the early registration fee to my MASTERCARD VISA AMERICAN EXPRESS* DISCOVER

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Expiration Date: ____/____/____

Signature: _____

Presiding: *John T. Marshall*, Chair, Standards of the Profession Committee, State Bar of Georgia; Powell Goldstein LLP, Atlanta
Prof. C. Ronald Ellington, A. Gus Cleveland Distinguished Chair of Legal Ethics and Professionalism, University of Georgia School of Law, Athens
Timothy J. Buckley, III, Finley & Buckley, P.C., Atlanta

8:00 REGISTRATION (All attendees must check in upon arrival. A removable jacket or sweater is recommended.)

8:45 WELCOME TO THE STATE BAR OF GEORGIA
J. Vincent Cook, President, State Bar of Georgia; Cook, Noell, Tolley, Bates & Michael, Athens

9:00 GREETINGS FROM THE SUPREME COURT
Hon. Carol W. Hunstein, Presiding Justice, Supreme Court of Georgia, Atlanta

9:15 REQUIREMENTS OF THE TRANSITION INTO LAW PRACTICE PROGRAM
Douglas G. Ashworth, Director, Transition into Law Practice Program, State Bar of Georgia, Atlanta

9:45 STATE BAR OF GEORGIA RESOURCES AND SERVICES
Moderator: *Cliff Brashier*, Executive Director, State Bar of Georgia, Atlanta

- **Casemaker**
Jodi McKenzie, Member Benefits Coordinator, State Bar of Georgia, Atlanta
- **Membership**
Brinda Lovvorn, Director, Membership, State Bar of Georgia, Atlanta
- **Sections of the Bar**
Johanna Merrill, Section Liaison, State Bar of Georgia, Atlanta
- **Unauthorized Practice of Law**
Steve Kazcowski, Director, Unlicensed Practice of Law, State Bar of Georgia, Atlanta
- **Lawyer Assistance Program – LAP**
Cliff Brashier
- **Mandatory Continuing Legal Education**
Cliff Brashier

10:30 BREAK

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10:45 STATE BAR OF GEORGIA RESOURCES AND SERVICES (continued)

- **Pro Bono Opportunities**
Michael L. Monahan, Director, Pro-Bono Project, State Bar of Georgia, Atlanta
- **Law Practice Management**
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11:15 BAR DISCIPLINARY PROCESS AND RULES OF PROFESSIONAL CONDUCT
Paula J. Frederick, Deputy General Counsel, State Bar of Georgia, Atlanta

11:45 HOW TO AVOID MALPRACTICE
J. Randolph Evans, McKenna Long & Aldridge LLP, Atlanta

12:15 LUNCH (Included in registration fee)

1:15 INTERACTING WITH YOUR CLIENT
Moderator: *Timothy J. Buckley, III*
Panelists:
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G. Melton Mobley, Lokey Mobley & Doyle LLP, Atlanta
Robert L. Shannon, Jr., Hall, Booth, Smith & Slover, P.C., Atlanta

3:45 INTRODUCTION TO YOUNG LAWYERS DIVISION
Jonathan A. Pope, President, Young Lawyers Division, State Bar of Georgia; Hasty, Pope & Ball, LLP, Canton

4:00 ADJOURN

BEGINNING LAWYERS PROGRAM

VIDEO REPLAY

PARTICIPANTS IN THE TRANSITION INTO LAW PRACTICE PROGRAM PLEASE NOTE

To complete the CLE portion of the *Transition into Law Practice Program*, newly admitted Georgia attorneys must complete the *Beginning Lawyer Program* and any other six - hour CLE course of their choosing. Beginning lawyers must complete this CLE requirement before the end of the calendar year following the year of their admission to the Bar.

TUESDAY • December 5, 2006

All questions regarding this seminar should be directed to the Institute of Continuing Legal Education in Georgia at 1-800-422-0893.

STATE BAR OF GEORGIA HEADQUARTERS
104 Marietta Street NW
Atlanta, GA

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Questions? Call ICLE Atlanta Area: 770-466-0886 • Athens Area: 706-369-5664 • Toll Free: 1-800-422-0893

BEGINNING LAWYERS PROGRAM • DECEMBER 5, 2006 • 6401

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CITY _____ STATE _____

REGISTRATION FEE:	\$95
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BEGINNING LAWYERS PROGRAM

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Wednesday • February 28, 2007

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BEGINNING LAWYERS PROGRAM • February 28, 2007 • 6507

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- 3:45 **INTRODUCTION TO YOUNG LAWYERS DIVISION**
Elena Kaplan, President-Elect, Young Lawyers Division, State Bar of Georgia; *Parker, Hudson, Rainer & Dobbs LLP*, Atlanta
- 4:00 **ADJOURN**

Thursday · April 5, 2007

BEGINNING LAWYERS PROGRAM

ORIGINAL PRESENTED FEBRUARY 28, 2007

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104 Marietta Street NW
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Co-sponsor:
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*These are the directions for the Atlanta location.

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Augusta Augusta State University, Rm. 214, Galloway Hall, 2500 Walton Way	Tifton UGA Tifton Campus Conference Center, Rural Development Center, 15 RDC Rd. (exit 64 off I-75)
Columbus Columbus State Univ., Elizabeth Bradley Turner Ctr., corner of E. Lindsey & College Dr.,	Valdosta Valdosta State University, Regional Ctr. for Continuing Education, 903 N. Patterson St. (Park In Rear)
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Wednesday • September 12, 2007

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From the South on 75-85: Take International Boulevard Exit. Turn left on International. Turn left on Centennial Parkway. Turn left on Marietta Street.

From the North on 75-85: Take Williams Street. Exit. Turn right on International Boulevard. Turn left on Centennial Parkway. Turn left at Marietta Street.

Marta: The State Bar of Georgia Headquarters is about one block from Station W1 (Philips Arena/CNN Center) on Marta's west line.

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<http://www.gabar.org/bardirections.asp>

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BEGINNING LAWYERS PROGRAM • SEPTEMBER 12, 2007 • 6619

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Presiding: *Prof. C. Ronald Ellington*, A. Gus Cleveland Distinguished Chair of Legal Ethics and Professionalism, University of Georgia School of Law, Athens
Douglas G. Ashworth, Director, Transition into Law Practice Program, State Bar of Georgia, Atlanta
Timothy J. Buckley, III, Buckley Brown P.C., Atlanta

8:00 **REGISTRATION** (All attendees must check in upon arrival. A removable jacket or sweater is recommended.)

8:45 **WELCOME TO THE STATE BAR OF GEORGIA**
Gerald M. Edenfield, President, State Bar of Georgia;
Edenfield, Cox, Bruce & Classens, P.C., Statesboro

9:00 **GREETINGS FROM THE JUDICIARY**
Hon. Robert Benham, Justice, Supreme Court of Georgia, Atlanta

9:15 **REQUIREMENTS OF THE TRANSITION INTO LAW PRACTICE PROGRAM**
Douglas G. Ashworth

9:30 **STATE BAR OF GEORGIA RESOURCES AND SERVICES**
Moderator: *Cliff Brashier*, Executive Director, State Bar of Georgia, Atlanta

- **Casemaker**
Jodi McKenzie, Member Benefits Coordinator, State Bar of Georgia, Atlanta
- **Membership**
Brinda Lovvorn, Director, Membership, State Bar of Georgia, Atlanta
- **Sections of the Bar**
Johanna Merrill, Section Liaison, State Bar of Georgia, Atlanta
- **Unauthorized Practice of Law**
Steve Kazckowski, Director, Unlicensed Practice of Law, State Bar of Georgia, Atlanta
- **Lawyers Assistance Program – LAP**
Steve Brown, Lawyers Assistance Program, State Bar of Georgia, Atlanta
- **Mandatory Continuing Legal Education**
Lawrence F. Jones, Executive Director, Institute of Continuing Legal Education, Athens

10:15 **BREAK**

SEMINAR REGISTRATION POLICY

Early registrations must be received 48 hours before the seminar. ICLE will accept on-site registrations as space allows. However, potential attendees should call ICLE the day before the seminar to verify that space is available. All attendees must check in upon arrival and are requested to wear nametags at all times during the seminar. ICLE makes every effort to have enough program materials at the seminar for all attendees. When demand is high, program materials must be shipped to some attendees.

CANCELLATION POLICY

Cancellations reaching ICLE by 5:00 p.m. the day before the seminar date will receive a registration fee refund less a \$15.00 administrative fee. Otherwise, the registrant will be considered a "no show" and will not receive a registration fee refund. Program materials will be shipped after the program to every "no show." Designated substitutes may take the place of registrants unable to attend.

10:30 **STATE BAR OF GEORGIA RESOURCES AND SERVICES** (continued)

- **Pro Bono Opportunities**
Michael L. Monahan, Director, Pro-Bono Project, State Bar of Georgia, Atlanta
- **Law Practice Management**
Natalie R. Kelly, Director, Law Practice Management, State Bar of Georgia, Atlanta
- **Consumer Assistance Program**
Lynda Hulsey, Director, Consumer Assistance Program, State Bar of Georgia, Atlanta
- **Fee Arbitration Program**
Rita Payne, Director, Fee Arbitration, State Bar of Georgia, Atlanta
- **Foundations of Freedom**
Sarah Coole, Director of Communications, State Bar of Georgia, Atlanta
- **Legislative Program**
Cliff Brashier
- **Bar Center**
Cliff Brashier

11:00 **INTERACTING WITH YOUR CLIENT**

Moderator: *Timothy J. Buckley*

Panelists:

- Robin Frazer Clark*, Robin Frazer Clark, P.C. Atlanta
- Gregory M. Eells*, Eells & Allen, LLC, Atlanta
- W. Seaborn Jones*, Owen Gleaton Egan Jones & Sweeney, LLP, Atlanta
- Tina Shadix Roddenbery*, Kidd & Vaughan, Atlanta

12:15 **LUNCH** (included in registration)

1:15 **BAR DISCIPLINARY PROCESS AND RULES OF PROFESSIONAL CONDUCT**

Moderator: *Paula J. Frederick*, Deputy General Counsel, State Bar of Georgia, Atlanta

1:45 **HOW TO AVOID MALPRACTICE**

Moderator: *J. Randolph Evans*, McKenna Long & Aldridge, LLP, Atlanta

2:30 **BREAK**

2:45 **ACTING FOR YOUR CLIENT**

Moderator: *Douglas G. Ashworth*

Panelists:

- Hon. Philip F. Etheridge*, Senior Judge, Superior Courts of Georgia, Atlanta
- Carol V. Clark*, Carol Clark Law, Atlanta
- Avarita L. Hanson*, Chief Justice's Commission on Professionalism, Atlanta
- G. Melton Mobley*, Lokey Mobley & Doyle LLP, Atlanta

3:45 **INTRODUCTION TO YOUNG LAWYERS DIVISION**

Moderator: *Elena Kaplan*, President, Young Lawyers Division, State Bar of Georgia; *Parker, Hudson, Rainer & Dobbs LLP*, Atlanta

4:00 **ADJOURN**

APPENDIX F

FISCAL YEAR

2005

BUDGET REPORT

State Bar of Georgia 2004-2005
Expenditure Statement
For the Twelve Months Ending June 30, 2005

	Current Month Actual	Month % of Budget	Year to Date Actual	YTD % of Budget	Budget	Prior Year
Standards of the Profession						
STDS-Salaries	5,923	0.00	11,846	0.00	0	0
STDS-Taxes & Benefits	1,740	0.00	2,193	0.00	0	0
Total Salaries and Benefits	7,663	0.00	14,039	0.00	0	0
STDS-Freight	24	0.00	24	0.00	0	0
STDS-Postage	213	0.00	1,670	0.00	0	0
STDS-Printing	0	0.00	413	0.00	0	0
STDS-Supplies	17	0.00	861	0.00	0	0
STDS-Telephone	0	0.00	1,631	0.00	0	0
STDS-Miscellaneous	12,931	0.00	12,931	0.00	0	0
STDS-Recruitment Cosis	498	0.00	498	0.00	0	0
STDS-Staff Travel	1,434	0.00	1,509	0.00	0	0
STDS-Luncheons	26	0.00	26	0.00	0	0
STDS-Computer Hardware	0	0.00	3,031	0.00	0	0
STDS-Equipment Maint/Rental	12	0.00	12	0.00	0	0
Subtotal	15,155	0.00	22,606	0.00	0	0
Total Expenses	22,818	0.00	36,645	0.00	0	0

APPENDIX G

FISCAL YEAR

2006

BUDGET REPORT

State Bar of Georgia 2005-2006
Expenditure Statement
For the Twelve Months Ending June 30, 2006

	Current Month Actual	Month % of Budget	Year to Date Actual	YTD % of Budget	Budget	Prior Year
Standards of the Profession						
STDS-Salaries	8,489	8.49	98,150	98.15	100,000	11,846
STDS-Taxes & Benefits	3,245	10.42	25,671	82.44	31,140	2,193
Total Salaries and Benefits	11,734	8.95	123,821	94.42	131,140	14,039
STDS-Shared Office Allocation	2,596	8.33	31,154	100.00	31,154	0
STDS-Freight	0	0.00	15	3.00	500	24
STDS-CLE Programs	0	0.00	1,306	5.22	25,000	0
STDS-CLE Fees	0	0.00	3,690	11.18	33,000	0
STDS-Postage	27	0.39	1,856	26.51	7,000	1,670
STDS-Printing	0	0.00	148	7.40	2,000	413
STDS-Supplies	12	0.60	1,835	91.75	2,000	861
STDS-Telephone	0	0.00	218	29.07	750	1,631
STDS-Dues & Memberships	0	0.00	671	67.10	1,000	0
STDS-Seminars & Training	0	0.00	15	0.75	2,000	0
STDS-Miscellaneous	0	0.00	1,784	35.68	5,000	12,931
STDS-Recruitment Costs	0	0.00	0	0.00	500	498
STDS-Staff Travel	1,786	59.53	4,207	140.23	3,000	1,509
STDS-Luncheons	101	13.47	750	100.00	750	26
STDS-Computer Hardware	0	0.00	1,331	38.03	3,500	3,031
STDS-Equipment Maint/Rental	0	0.00	104	1.87	5,554	12
Subtotal	4,522	3.69	49,084	40.00	122,708	22,606
STDS-Furniture/Equipment	0	0.00	938	46.90	2,000	0
Total Expenses	16,256	6.35	173,843	67.95	255,848	36,645

APPENDIX H

FISCAL YEAR

2007

BUDGET REPORT

State Bar of Georgia 2006-2007
 Unaudited Expenditure Statement
 For the Twelve Months Ending June 30, 2007

	Current Month Actual	Month % of Budget	Year to Date Actual	YTD % of Budget	Budget	Prior Year
Standards of the Profession						
STDS-Salaries	8,489	8.08	105,111	100.10	105,001	98,150
STDS-Overtime	0	0.00	978	391.20	250	0
STDS-Taxes & Benefits	2,881	10.01	28,500	99.02	28,783	25,671
STDS-Pension	306	4.37	7,301	104.37	6,995	0
Total Salaries and Benefits	11,676	8.28	141,890	100.61	141,029	123,821
STDS-Shared Office Allocation	2,626	8.33	31,506	100.00	31,506	31,154
STDS-Freight	0	0.00	97	19.40	500	15
STDS-CLE Programs	0	0.00	2,384	9.54	25,000	1,306
STDS-CLE Fees	510	1.55	3,720	11.27	33,000	3,690
STDS-Postage	439	6.27	1,711	24.44	7,000	1,856
STDS-Printing	0	0.00	0	0.00	2,000	148
STDS-Supplies	0	0.00	703	23.43	3,000	1,835
STDS-Telephone	0	0.00	0	0.00	750	218
STDS-Dues & Memberships	0	0.00	694	69.40	1,000	671
STDS-Seminars & Training	0	0.00	199	9.95	2,000	15
STDS-Miscellaneous	0	0.00	3,452	69.04	5,000	1,784
STDS-Recruitment Costs	0	0.00	0	0.00	500	0
STDS-Staff Travel	1,845	36.90	5,413	108.26	5,000	4,207
STDS-Luncheons	43	2.87	671	44.73	1,500	750
STDS-Computer Hardware	0	0.00	0	0.00	1,000	1,331
STDS-Computer Software	0	0.00	500	0.00	0	0
STDS-Equipment Maint/Rental	0	0.00	198	19.80	1,000	104
STDS-Copier	0	0.00	115	3.29	3,500	0
Subtotal	5,463	4.43	51,363	41.67	123,256	49,084
STDS-Furniture/Equipment	0	0.00	0	0.00	0	938
Total Expenses	17,139	6.49	193,253	73.12	264,285	173,843

APPENDIX I

**PORTION OF
FISCAL YEAR
2008 ENDING 11/30/07
BUDGET REPORT**

Long

**State Bar of Georgia
Expenditure Statement
For the Five Months Ending November 30, 2007**

	Current Month Actual	Month % of Budget	Year to Date Actual	YTD % of Budget	Budget	Prior Year
Standards of the Profession						
STDS-Salaries	9,329	8.46	46,748	42.40	110,252	105,111
STDS-Overtime	0	0.00	293	29.30	1,000	978
STDS-Taxes & Benefits	2,514	7.90	10,188	32.01	31,830	28,500
STDS-Pension	0	0.00	7,390	100.00	7,390	7,301
Total Salaries and Benefits	11,843	7.87	64,619	42.94	150,472	141,890
STDS-Shared Office Allocation	2,599	8.33	12,995	41.67	31,187	31,506
STDS-Freight	0	0.00	42	8.40	500	97
STDS-CLE Programs	0	0.00	158	1.58	10,000	2,384
STDS-CLE Fees	0	0.00	0	0.00	10,000	3,720
STDS-Postage	12	0.24	176	3.52	5,000	1,711
STDS-Printing	0	0.00	0	0.00	2,000	0
STDS-Supplies	290	9.67	364	12.13	3,000	703
STDS-Telephone	0	0.00	0	0.00	750	0
STDS-Dues & Memberships	0	0.00	834	83.40	1,000	694
STDS-Seminars & Training	0	0.00	0	0.00	2,000	199
STDS-Miscellaneous	0	0.00	55	1.10	5,000	3,452
STDS-Recruitment Costs	0	0.00	0	0.00	500	0
STDS-Staff Travel	194	2.77	750	10.71	7,000	5,413
STDS-Luncheons	0	0.00	26	1.73	1,500	671
STDS-Computer Hardware	0	0.00	0	0.00	1,000	0
STDS-Computer Software	0	0.00	0	0.00	500	500
STDS-Equipment Maint/Rental	0	0.00	22	2.20	1,000	198
STDS-Copier	0	0.00	7	0.47	1,500	115
Subtotal	3,095	3.71	15,429	18.49	83,437	51,363
Total Expenses	14,938	6.39	80,048	34.22	233,909	193,253

APPENDIX J

COMPILATION OF 2006 PROGRAM EVALUATIONS BY MENTORS

MENTORS



STATE BAR OF GEORGIA
COMMISSION ON CONTINUING LAWYER COMPETENCY



TRANSITION INTO LAW PRACTICE PROGRAM

Douglas Ashworth, Director

John T. Marshall, Chair
Standards of the Profession Committee

**SURVEY FOR BEGINNING LAWYERS WHO COMPLETED
THE TRANSITION INTO LAW PRACTICE PROGRAM
ON OR BEFORE DECEMBER 31, 2006, AND THEIR MENTORS**

The purpose of this survey is to collect data from (1) Beginning Lawyers who were admitted to practice law in Georgia during July 1, 2005 – December 31, 2005, and enrolled in the Transition Into Law Practice Program with a compliance deadline of December 31, 2006; and, (2) all Mentors who served during January 1, 2006 – December 31, 2006. Please answer the following questions. All responses must be received on or before Tuesday, February 27, 2007.

GOAL OF THE TRANSITION INTO LAW PRACTICE PROGRAM: To afford every Beginning Lawyer newly admitted to the State Bar of Georgia with meaningful access to an experienced lawyer equipped to teach the practical skills, seasoned judgment, and sensitivity to ethical and professionalism values necessary to practice law in a highly competent manner:

1. In your experience as a Mentor, has the Transition Into Law Practice Program substantially accomplished the above goal?

97% YES 3% NO

2. Would you recommend that the Mentoring Component of the Transition Into Law Practice Program be continued for future Beginning Lawyers?

98% YES 2% NO

3. Were you a: Mentor

4. What type of Mentoring did you participate in? (If more than one, check all which apply):

N/A GROUP MENTORING

15% OUTSIDE MENTORING (Solo Practice, i.e. Outside Mentor did not work in same firm or organization with Beginning Lawyer)

85% INSIDE MENTORING (i.e. Inside Mentor and Beginning Lawyer worked in same firm or organization)

5. List any comments you may have about the Transition Into Law Practice Program Mentoring Component:

6. Your name (optional) _____

END OF SURVEY – THANK YOU FOR YOUR PARTICIPATION – RETURN THIS SURVEY BY:

1. Fax: Fax survey to 404.225.5041; or,
2. Email: Scan this survey as .pdf file and email it to tilpp@gabar.org; or,
3. First Class Mail: Mail to: TILPP, State Bar of Georgia 104 Marietta Street, Ste 100, Atlanta, GA 30303.

All responses must be received on or before Tuesday, February 27, 2007.

APPENDIX K

COMPILATION OF 2006 PROGRAM EVALUATIONS BY BEGINNING LAWYERS

BEGINNING LAWYERS



STATE BAR OF GEORGIA
COMMISSION ON CONTINUING LAWYER COMPETENCY



TRANSITION INTO LAW PRACTICE PROGRAM

Douglas Ashworth, Director

John T. Marshall, Chair
Standards of the Profession Committee

**SURVEY FOR BEGINNING LAWYERS WHO COMPLETED
THE TRANSITION INTO LAW PRACTICE PROGRAM
ON OR BEFORE DECEMBER 31, 2006, AND THEIR MENTORS**

The purpose of this survey is to collect data from (1) Beginning Lawyers who were admitted to practice law in Georgia during July 1, 2005 – December 31, 2005, and enrolled in the Transition Into Law Practice Program with a compliance deadline of December 31, 2006; and, (2) all Mentors who served during January 1, 2006 – December 31, 2006. Please answer the following questions. All responses must be received on or before Tuesday, February 27, 2007.

GOAL OF THE TRANSITION INTO LAW PRACTICE PROGRAM: To afford every Beginning Lawyer newly admitted to the State Bar of Georgia with meaningful access to an experienced lawyer equipped to teach the practical skills, seasoned judgment, and sensitivity to ethical and professionalism values necessary to practice law in a highly competent manner:

1. In your experience as a Beginning Lawyer, has the Transition Into Law Practice Program substantially accomplished the above goal?

91% YES 9% NO

2. Would you recommend that the Mentoring Component of the Transition Into Law Practice Program be continued for future Beginning Lawyers?

93% YES 7% NO

3. Were you a: Beginning Lawyer

4. What type of Mentoring did you participate in? (If more than one, check all which apply):

5% GROUP MENTORING

4% OUTSIDE MENTORING (Solo Practice, i.e. Outside Mentor did not work in same firm or organization with Beginning Lawyer)

91% INSIDE MENTORING (i.e. Inside Mentor and Beginning Lawyer worked in same firm or organization)

5. List any comments you may have about the Transition Into Law Practice Program Mentoring Component:

6. Your name (optional) _____

END OF SURVEY – THANK YOU FOR YOUR PARTICIPATION – RETURN THIS SURVEY BY:

1. Fax: Fax survey to 404.225.5041; or,
2. Email: Scan this survey as .pdf file and email it to tilpp@gabar.org; or,
3. First Class Mail: Mail to: TILPP, State Bar of Georgia 104 Marietta Street, Ste 100, Atlanta, GA 30303.

All responses must be received on or before Tuesday, February 27, 2007.

APPENDIX L

COMPILATION OF 2007 PROGRAM EVALUATIONS BY MENTORS

MENTORS



STATE BAR OF GEORGIA
COMMISSION ON CONTINUING LAWYER COMPETENCY



TRANSITION INTO LAW PRACTICE PROGRAM

Douglas Ashworth, Director

John T. Marshall, Chair
Standards of the Profession Committee

**SURVEY FOR BEGINNING LAWYERS WHO COMPLETED
THE TRANSITION INTO LAW PRACTICE PROGRAM
ON OR BEFORE DECEMBER 31, 2007, AND THEIR MENTORS**

The purpose of this survey is to collect data from (1) Beginning Lawyers who were admitted to practice law in Georgia during 2006, and enrolled in the Transition Into Law Practice Program with a compliance deadline of December 31, 2007; and, (2) all Mentors who served during January 1, 2007 – December 31, 2007. Please answer the following questions. All responses must be received on or before Friday, January 18, 2008.

GOAL OF THE TRANSITION INTO LAW PRACTICE PROGRAM: To afford every Beginning Lawyer newly admitted to the State Bar of Georgia with meaningful access to an experienced lawyer equipped to teach the practical skills, seasoned judgment, and sensitivity to ethical and professionalism values necessary to practice law in a highly competent manner:

1. In your experience as a Mentor, has the Transition Into Law Practice Program substantially accomplished the above goal?

99% YES 1% NO

2. Would you recommend that the Mentoring Component of the Transition Into Law Practice Program be continued for future Beginning Lawyers?

99% YES 1% NO

3. Were you a: Mentor

4. What type of Mentoring did you participate in? (If more than one, check all which apply):

N/A GROUP MENTORING

21% OUTSIDE MENTORING (Solo Practice, i.e. Outside Mentor did not work in same firm or organization with Beginning Lawyer)

79% INSIDE MENTORING (i.e. Inside Mentor and Beginning Lawyer worked in same firm or organization)

5. List any comments you may have about the Transition Into Law Practice Program Mentoring Component:

6. Your name (optional) _____

END OF SURVEY – THANK YOU FOR YOUR PARTICIPATION – RETURN THIS SURVEY BY:

1. Fax: Fax survey to 404.225.5041; or,
2. Email: Scan this survey as .pdf file and email it to tilpp@gabar.org; or,
3. First Class Mail: Mail to: TILPP, State Bar of Georgia 104 Marietta Street, Ste 100, Atlanta, GA 30303.

All responses must be received on or before Friday, January 18, 2008.

APPENDIX M

COMPILATION OF 2007 PROGRAM EVALUATIONS BY BEGINNING LAWYERS

BEGINNING LAWYERS



STATE BAR OF GEORGIA
COMMISSION ON CONTINUING LAWYER COMPETENCY



TRANSITION INTO LAW PRACTICE PROGRAM

Douglas Ashworth, Director

John T. Marshall, Chair
Standards of the Profession Committee

SURVEY FOR BEGINNING LAWYERS WHO COMPLETED THE TRANSITION INTO LAW PRACTICE PROGRAM ON OR BEFORE DECEMBER 31, 2007, AND THEIR MENTORS

The purpose of this survey is to collect data from (1) Beginning Lawyers who were admitted to practice law in Georgia during 2006, and enrolled in the Transition Into Law Practice Program with a compliance deadline of December 31, 2007; and, (2) all Mentors who served during January 1, 2007 – December 31, 2007. Please answer the following questions. All responses must be received on or before Friday, January 18, 2008.

GOAL OF THE TRANSITION INTO LAW PRACTICE PROGRAM: To afford every Beginning Lawyer newly admitted to the State Bar of Georgia with meaningful access to an experienced lawyer equipped to teach the practical skills, seasoned judgment, and sensitivity to ethical and professionalism values necessary to practice law in a highly competent manner:

1. In your experience as a Beginning Lawyer, has the Transition Into Law Practice Program substantially accomplished the above goal?

93% YES 7% NO

2. Would you recommend that the Mentoring Component of the Transition Into Law Practice Program be continued for future Beginning Lawyers?

95% YES 5% NO

3. Were you a: Beginning Lawyer

4. What type of Mentoring did you participate in? (If more than one, check all which apply):

8% GROUP MENTORING

7% OUTSIDE MENTORING (Solo Practice, i.e. Outside Mentor did not work in same firm or organization with Beginning Lawyer)

85% INSIDE MENTORING (i.e. Inside Mentor and Beginning Lawyer worked in same firm or organization)

5. List any comments you may have about the Transition Into Law Practice Program Mentoring Component:

6. Your name (optional) _____

END OF SURVEY – THANK YOU FOR YOUR PARTICIPATION – RETURN THIS SURVEY BY:

1. Fax: Fax survey to 404.225.5041; or,
2. Email: Scan this survey as .pdf file and email it to tilpp@gabar.org; or,
3. First Class Mail: Mail to: TILPP, State Bar of Georgia 104 Marietta Street, Ste 100, Atlanta, GA 30303.

All responses must be received on or before Friday, January 18, 2008.

**FREQUENTLY
ASKED
QUESTIONS
AND
ANSWERS**

1. What Is The Approval Process Under The State Bar Of Georgia's "Sunset Policy"?

The approval process was set out in the "Implementation Plan For A Mandatory Transition Into Law Practice Program" approved by the Board of Governors on August 19, 2004. That process is:

- (A) The Program will operate under the auspice of the Standards of the Profession Committee (the "Standards Committee") for three years. In the third year, the Program will be evaluated for effectiveness;
- (B) The Standards Committee will provide a report to the CCLC;
- (C) The Standards Committee will provide a report to the Executive Committee of the State Bar of Georgia;
- (D) The Standards Committee will provide a report to the Board of Governors of the State Bar of Georgia; and,
- (E) The Standards Committee will provide a report to the Supreme Court of Georgia. Because the Program was created pursuant to State Bar Rules approved by the Supreme Court of Georgia, the Supreme Court retains the ultimate authority to address the Program's continuation.

2. What Is The Goal Of The Transition Into Law Practice Program? The goal of the Transition Into Law Practice Program is to afford every Beginning Lawyer newly admitted to the State Bar of Georgia with meaningful access to an experienced lawyer equipped to teach the practical skills, seasoned judgment, and sensitivity to ethical and professionalism values necessary to practice law in a highly competent manner.

3. Has The Program Goal Been Realized? For the Beginning Lawyers and Mentors enrolled in the Program, the answer is an overwhelming "Yes". Every Program participant - Beginning Lawyer and Mentor – has had an opportunity to evaluate the Program, and the results are impressive.

For those participating during calendar year 2006, 97% of Mentors and 92% of Beginning Lawyers responding reported that the Program had accomplished its goal. An even higher percentage - 98% of Mentors and 94% of Beginning Lawyers responding recommended that the Program be continued for future Beginning Lawyers.

For those participating during calendar year 2007, 99% of Mentors and 93% of Beginning Lawyers responding reported that the Program had accomplished its goal. An even higher percentage – 99% of Mentors and 95% of Beginning Lawyers responding recommended that the Program be continued for future Beginning Lawyers.

4. Has The Program Operated Within Budget? Yes. Since the Program began, the Program has operated within budget. The Program is designated as the “Standards of the Profession” Department within the State Bar of Georgia budget. Funding for the Program’s annual budget has been provided by a ten-dollar per member dues increase (effective for the Bar year that began on July 1, 2005). The Board of Governors approved this dues increase at the same time that the Board approved the Implementation Plan on August 19, 2004.

5. How Has The State Bar Leadership Been Kept Apprised of the Program’s Status? The Program Director has provided status reports to every CCLC meeting occurring since Program implementation. The Program Director has also provided oral and/or written status reports at seven (7) subsequent meetings of the Board of Governors since Program implementation.

Prior to providing this report to the Supreme Court of Georgia, the Standards of the Profession Committee will, in compliance with the State Bar of Georgia “Sunset Policy”, present this Report to: (1) The CCLC; (2) the Executive Committee of the State Bar of Georgia; and, (3) the Board of Governors of the State Bar of Georgia.

6. How Has The Judiciary Been Informed About The Program? Federal Judges representing the 11th Circuit Court of Appeals, as well as the Northern, Middle and

Southern Districts of Georgia, have received full explanatory materials on the Program. Additionally, the Chair of the Standards of the Profession Committee, and the Program Director, have presented a briefing on the Program's status to the Judges of the U.S. District Court for the Northern District of Georgia.

The Program Director has provided regular oral and written updates to the Judicial Council of Georgia (which is composed of Judges from every level of state courts in Georgia). A statewide listing of every Mentor – Beginning Lawyer pairing has been supplied each year to all members of the Judicial Council of Georgia for dissemination among their respective judicial peers.

Further, the Program Director has provided detailed briefings to several specific judicial groups, including the Council of Superior Court Judges, several Judicial Administrative Districts; the Council of State Court Judges; and the Council of Magistrate Court Judges.

7. How Have The Members Of The State Bar Been Informed About The Program?

The Chair and Members of the Standards of the Profession Committee, and the Program Director, have made presentations to various voluntary bar associations throughout Georgia. The Program Director has presented updates to local bar associations in Judicial Circuits representative of every Judicial Administrative District in Georgia.

Further, the Program Director has made presentations to organizations associated with or composed of minority bar affiliations, including the Port City Bar Association; the Multi-Bar Leadership Council; and the two appearances before the Georgia Association for Women Lawyers (once in Atlanta and once in Athens).

Finally, to introduce the Program to members of the Georgia Bar since the implementation of the Program, the following articles have appeared in the *Georgia Bar Journal*: "Mentors Sought to Aid Beginning Lawyers"; *Ga. Bar Journal*, Vol. 10, No. 7 (June 2005); and, "Mentor Program off to a Great Start"; *Ga. Bar Journal*, Vol. 11, No. 4 (December 2005).

8. Have Experienced Lawyers Volunteered To Serve As Mentors? Yes, more than enough. The Supreme Court of Georgia has appointed 1,605 Mentors since implementation of the Program. Mentor recruitment efforts have been strong and have consistently resulted in the appointment of more Mentors than required – one indication of the level of support for the Transition Into Law Practice Program among experienced members of the Bar.

9. Have Other Jurisdictions Contacted Georgia About The Program? Yes, the Program Director has been contacted by Bar Leaders in thirty (30) other states and in five (5) foreign countries. Florida, Ohio and Utah have sent delegations to the Bar Center in Atlanta for the express purpose of studying Georgia's Program operation logistics. Georgia remains the only jurisdiction with mandatory mentoring.

10. Where Can I Find Out More Information About The Program? From at least three sources: (1) By reviewing the full text of the "Sunset Policy" Report that is the subject of this Executive Summary; or, (2) By contacting the Program Director Douglas Ashworth at 404.527.8703 or doug@gabar.org; or, (3) By accessing comprehensive resources for Mentors; Beginning Lawyers; and other interested parties on the State Bar of Georgia website at the following link:
http://www.gabar.org/programs/transition_into_law_practice_program.

- END OF FREQUENTLY ASKED QUESTIONS AND ANSWERS -

RESOLUTION

RESOLUTION

This resolution: (1) accepts and approves the attached "Report On The Transition Into Law Practice Program By The Standards Of The Profession Committee Pursuant To State Bar Of Georgia Sunset Policy"; and (2) recommends to the Supreme Court of Georgia that the Transition Into Law Practice Program be continued.

WHEREAS, on August 19, 2004, the Board of Governors of the State Bar of Georgia approved the Implementation Plan for a Mandatory Transition Into Law Practice Program developed by the Standards of the Profession Committee;

WHEREAS, on February 2, 2005, the Supreme Court of Georgia entered an Order amending Rule 8-103 and Rule 8-104 of Part VIII "Continuing Lawyer Competency" of the Rules of the State Bar of Georgia regarding continuing legal education requirements, thereby approving the implementation of the Transition Into Law Practice Program;

WHEREAS, pursuant to the State Bar of Georgia Sunset Policy, all new programs are allowed to operate for three years, and in the third year, the program must be evaluated for effectiveness;

WHEREAS, the Transition Into Law Practice Program became operational as a State Bar of Georgia department on May 1, 2005 and will have operated for a period of three years as of May 1, 2008;

THEREFORE, BE IT RESOLVED THAT:

The "Report On The Transition Into Law Practice Program By The Standards Of The Profession Committee Pursuant To State Bar Of Georgia Sunset Policy" is hereby accepted and adopted; and,

The operation of the Transition Into Law Practice Program by the Standards of the Profession Committee, under the auspices of the Commission on Continuing Lawyer Competency, has complied with the State Bar Of Georgia Sunset Policy; and,

The undersigned hereby recommends to the Supreme Court of Georgia that the Transition Into Law Practice Program be continued.

Approved this _____ day of _____, 2008, by the undersigned.