

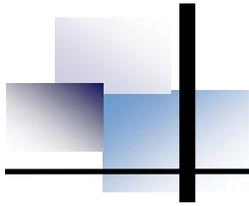
# Mentor Program

*Sponsored by the NHBA  
New Lawyers Committee*



2 Pillsbury Street, Suite 300 • Concord, NH 03301-3502  
Phone: 603-224-6942 • Fax: 603-224-2910 • E-mail: [ratwood@nhbar.org](mailto:ratwood@nhbar.org)

*"...supporting members of the legal profession and their service to the public and justice system."*



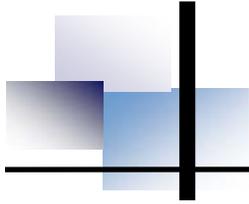
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REVISED 1/8/2013



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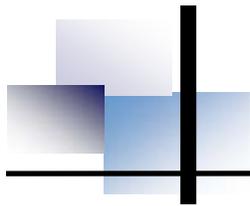
Download an application from the  
Member Services section of the  
Bar's web site at:

**[www.nhbar.org](http://www.nhbar.org)**



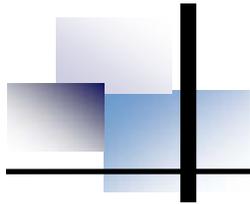
**New Hampshire**  
**BAR ASSOCIATION**  
*Equal Justice Under Law*





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## **ABOUT THE NEW LAWYERS' COMMITTEE**

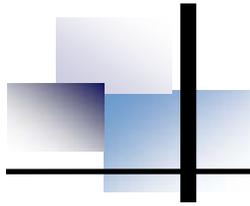
The New Lawyers' Committee monitors the integration of newly admitted members of the Bar into both the Association and the legal profession and plans meetings, provides materials, and educational and social programs to assist new admittees and make them feel welcome to the Bar. It also oversees the operation of the Bar's Mentor Program for attorneys who are new to practice, have returned to practice after three consecutive years of inactivity, or who have made substantial changes in the substantive areas of his or her practice.

The New Lawyers' Committee is the New Hampshire affiliate of the American Bar Association Young Lawyers Division.

As part of the Mentor Program, the New Lawyers' Committee will follow-up after an initial three month period to ensure the match is going well and that the relationship is progressing. They will also follow-up with regards to the renewal opportunity and with an overall evaluation completed at the end of the formal mentoring relationship.

The New Lawyers' Committee values your input and wants to know if the program was of a benefit to you, and how it can be improved. The program is meant to assist new lawyers and we hope it is a positive experience for all.

The New Lawyers' Committee members are always available to provide guidance and support to both the Mentors and Associates. Should you have any questions or concerns regarding the Program, contact the New Lawyers' Committee Liaison, Rosemarie Atwood at the New Hampshire Bar Center.



## **ABOUT THE MENTOR PROGRAM**

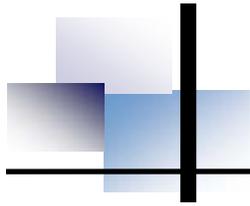
The mentor program offers free assistance and guidance to attorneys licensed in New Hampshire who have not practiced for the last three consecutive years in any particular practice area.

Principle goals of the program are to promote professional development and provide assistance regarding ethical, practical and professional issues and concerns; helping support lawyers with their transition into the New Hampshire legal community, and promoting positive relationships among members of the Bar Association.

It helps to provide:

- Professional satisfaction;
- Integration & networking opportunities within the legal community;
- Opportunities to exchange ideas;
- Assistance to raise the quality of the legal services;
- Guidance for professional, ethical, and practical matters in all areas of the law; and
- Personal growth and development.

The program offers this free assistance for a period of one year with an optional one year renewal term, depending on the Associate needs and Mentor willingness.



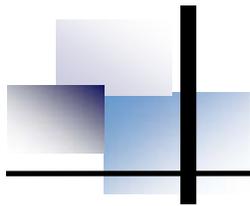
## HOW THE MENTOR PROGRAM WORKS

The following criteria are used to complete the Mentor/Associate matches:

- ✓ Practice Areas;
- ✓ Geographic Location;
- ✓ Availability; and
- ✓ Any specified preferences of either the Mentor or the Associate

Confirmation letters are sent to both the Mentor and the Associate with respective contact information along with applicable guidelines and responsibilities associated with participation in the program.

The mentor is asked to arrange the first initial meeting by means of phoning the Associate within the first few weeks of receiving the confirmation letter. Each relationship will be unique; using your first meeting to discuss and establish the parameters of your particular relationship is important. Maintaining your relationship is key; in person, over the phone or by email, whatever works best for you. Your meetings should integrate all types of work environments (i.e., office, court, law library, etc.) as well as the ability to attend legal, professional and/or Bar meetings together.



## **ASSOCIATES**

### **Having a Mentor**

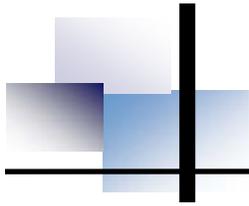
If you are a licensed attorney in the state of New Hampshire and have not practiced law for the last three consecutive years in any particular practice area and you are looking to develop relationships with experienced practitioners you qualify as an Associate. If you would like to avail your self of the professional, ethical and practical assistance offered through the program and would like to advance your professional skills and you meet the preceding definition then you qualify for a mentor through the New Lawyers' Committee Mentor Program.

### **Guidelines for Associates**

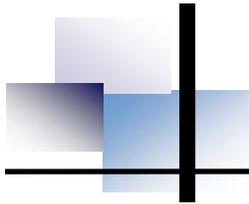
The New Lawyers' Committee welcomes you to the New Hampshire Bar Association and its Mentor Program! Now that you have successfully navigated your way through law school and the bar examination to become a lawyer, you may be thinking: "How exactly do I practice in NH?" A veteran coming to New Hampshire from another jurisdiction or seeking to change practice areas, or re-entering practice after a period of inactivity, may feel the same. We are excited that you have chosen to take advantage of the opportunity to explore the answer to that question with experienced New Hampshire practitioners. As such, you are among a select group of New Hampshire Attorneys who have not practiced for the last three consecutive years in any particular practice area who are proactively (re)integrating themselves into the Bar Association. Within the next two weeks, you should be contacted by your Mentor to arrange a face-to-face meeting. Your Mentor has been selected by the Committee for his or her experience, continued good standing and reputation for professionalism.

The primary goal and function of your Mentor is to provide you with guidance as to ethical, professional and practical matters. Your Mentor will also be assisting you in developing your sense of professionalism.

Your match with your Mentor will continue for a formal period of one year with an option to renew the relationship for one additional year as Mentors and Associates are willing. You are, however, encouraged to maintain an informal relationship with your Mentor beyond the term of the Program.



- ❖ Your Mentor has been requested to make initial written contact with you within two weeks of being notified of your identity. During that contact your Mentor will attempt to make arrangements to meet in person, preferably at your Mentor's place of business, within four weeks of your Mentor having been notified of your identity. Thereafter, you are encouraged to meet at least quarterly with your Mentor for a face-to-face meeting and to contact your Mentor as necessary on the telephone. If you do not hear from your Mentor within three weeks after receiving a confirmatory letter that your Mentor has been notified, please contact Rosemarie W. Atwood, New Lawyers' Committee Staff Liaison at the New Hampshire Bar Association.
- ❖ At your initial meeting with your Mentor, you should discuss the boundaries and expectations of your relationship. Discussion should include a plan for creating and maintaining contact and a review of the ethical guidelines provided to Mentors and Associates as well as the Disclaimer of Liability executed by Associates. Discussions between Mentor and Associate should be confidential.
- ❖ Associates are strongly encouraged to accompany their Mentor to at least two state bar functions, section meetings, educational seminars, local bar meetings or other professional organization meetings of interest to both.
- ❖ Mentors serve on a voluntary basis. Associates should be sensitive to their Mentor's busy schedule.
- ❖ Associates should pose their questions in the form of a hypothetical and give anonymous fact patterns when seeking the advice of the Mentor with respect to professional, ethical, and practical assistance. The Program does not anticipate Mentors rendering professional services to an Associate's clients, and Associates must exercise their own professional judgment with respect to their own clients.
- ❖ Mentors do not serve as an employment placement service for Associates.
- ❖ In the event that the Associate finds that their relationship with their Mentor is not working out or that the Associate has other concerns regarding their involvement in the Program, the Associate should contact Rosemarie W. Atwood, New Lawyers' Committee Bar Liaison at the New Hampshire Bar Association.



- ❖ Associates are cautioned to take appropriate steps to avoid any possible perception of the existence of an attorney/client relationship by their Mentor with the Associate's clients. Associates should not request that Mentors perform legal research. Hypothetical scenarios or fact patterns should be used whenever possible by Mentors and Associates in discussing legal matters. Associates are cautioned to obtain consent of their client before discussing and/or disclosing specific names or facts with their Mentor.
- ❖ Associates, by completing the application process and by accepting their pairing with a Mentor, agree to comply with the Mentor Program's Guidelines and agree to complete requested evaluation forms to assist in the continued growth and strengthening of the Bar Association's Mentor Program.
- ❖ Your Mentor has volunteered to assist you and expects that you will need his or her assistance with basic questions or procedures.

Congratulations as you begin to gain the experience and to establish the relationships that are key for a rewarding and successful legal career!



**NEW HAMPSHIRE BAR ASSOCIATION**  
**Casemaker 2.2<sup>®</sup>**  
*Web Library*

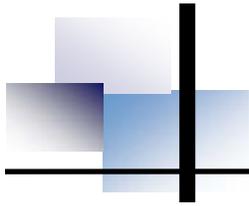


### Mobile Format Now Available for Casemaker

Casemaker Mobile Connector connects NHBA members to their Web library through your Blackberry, iPhone, iPad, Droid, palm phone, or whatever smartphone you are using. Search, save, even share your research on Casemaker on the go, on your phone. Your device will remember your primary jurisdiction after your first search. All of Casemaker is available through this mobile app that works with virtually any smartphone.

**Here the address:** <http://mobile.lawriter.net>.

**Note:** On some older smartphone models, labels for search fields might not display. To access the Casemaker Mobile website, users will need open their mobile browser and navigate to <http://mobile.lawriter.net> and click the Not Registered? Sign Up Here link to create a new user for the mobile site. After entering their e-mail address, a password, and their jurisdiction, they should be registered and able to use the mobile site. Please keep in mind, only certain mobile web browsers work with the mobile website so if they experience issues it just may not work with their phone at this time. If you have any further questions or concerns please do not hesitate to contact us and we will be happy to provide assistance.



## MENTORS

### To Be a Mentor

To be a mentor you must be a member of the New Hampshire Bar Association who has been in practice of a minimum of five years, are in good standing, have not been subject to any disciplinary sanctions within the past five years and have been approved by the New Lawyers' Committee.

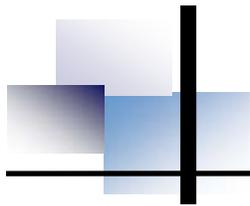
As you begin mentoring, it is important that you introduce your Associate to activities that are central to the particular practice area. It is useful to come up with a list of basic tasks that your Associate should be familiar with as a new lawyer in the field. You know your field of practice intimately. A new lawyer does not have the benefit of your years of experience. Many mentors have welcomed the Associate to sit-in on preliminary meetings with a client, discuss the strategy of a matter and attend substantive hearings. Additionally, Mentors should consider engaging their Associate in less formal activities, such as attending a CLE together, introducing the Associate to court personnel and taking the Associate to lunch with other attorneys – anything that will broaden the Associate's network and help the Associate become comfortable as a New Hampshire attorney.

### Guidelines for Mentors

The New Lawyers' Committee welcomes you to the Mentor Program! You are among a select and distinguished group of New Hampshire Bar Association members, having a minimum of five years in continued good standing in the practice of law who have the opportunity to enrich the Bar by sharing your experience with New Lawyers.

A "New Lawyer" is an attorney licensed in New Hampshire who has not practiced for the last three consecutive years in any particular practice area. This new definition is intended to encompass not only recent law school graduates, but experienced attorneys returning from a period of inactivity or seeking to change practices areas.

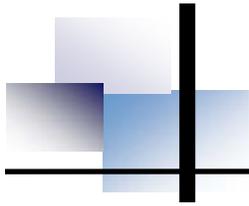
Your primary goal and function as a Mentor in the Program is to provide guidance to your designated Associate related to ethical, professional and practical matters. In assisting your Associate, the Committee requests that you place particular emphasis in developing your Associate's sense of professionalism. We encourage stressing the honor that the practice of law



brings to the individual and the honor that they should bring to our Bar Association and the practice of law.

Your match with your Associate will continue for a formal period of six months with an option to renew the relationship for three additional six month terms. You are, however, encouraged to maintain an informal relationship with your Associate beyond the term of the Program.

- ❖ As a Mentor, please make initial written contact with your Associate within **two weeks** of being notified of their identity. Please make arrangements to meet in-person, preferably at your place of business, with your Associate within **four weeks** of receipt of the confirmation letter notifying you of the identity of your Associate. Thereafter, you are encouraged to meet **at least quarterly** with your Associate for a face-to-face meeting and to be available on an as needed basis for telephone contact.
- ❖ At the initial meeting, Mentors are requested to discuss the boundaries and expectations of the relationship with their Associate to ascertain and meet the needs of both parties. Discussion should include a plan for creating and maintaining contact, introduction of the Associate to the Mentor's office staff, and discussion of the Associate's present professional situation. The initial meeting should also contain a review of the ethical guidelines provided to Mentors and Associates and the Disclaimer of Liability executed by the Associate. Discussions between Mentor and Associate should be confidential.
- ❖ Mentors are strongly encouraged to accompany their Associate to at least two state bar functions, section meetings, educational seminars, local bar meetings or other professional organization meetings of interest to the Mentor and Associate. Please attempt to introduce your Associate to other Bar Members whenever possible to encourage collegiality.
- ❖ Mentors should be sensitive to their Associate's needs and be aware that an Associate may become discouraged by a lack of response on the part of the Mentor. Please respond to your Associate in a timely fashion as failure to do so may be perceived as a lack of interest as opposed to the reality of a full schedule. At the initial meeting with your Associate, discuss how to handle phone requests and establish guidelines regarding response time to questions.



- ❖ Mentors are encouraged to provide Associates with hypothetical, anonymous, non-party/non-client related professional, ethical, and practical assistance. Areas of discussion or topics may include the following:

Law Office Economics:

Associates may be self employed or in practice with other new lawyers. Associates may benefit from suggestions of the name of a good office supply business; resource materials; proper escrow accounting practices and developing a client base.

Substantive Law Questions:

Associates will generally ask fairly basic questions which Mentors will be able to answer or to point the Associate in the right direction. Mentors are not expected to do legal research for Associates, and any specialty questions should be directed to a Bar Member with particular expertise in that area.

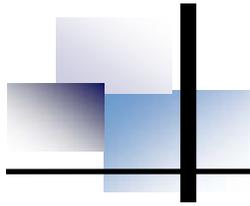
Ethical Questions:

Matters obvious to a Mentor may be a hidden trap for the unwary Associate. For example, an Associate may not realize that representing a group of clients raises conflict of interest issues. Mentors may be in a position to assist and develop sensitivity in identifying these Ethical issues.

Employment Questions:

Mentors are not intended or requested to serve as a placement office for an unemployed Associate. However, Mentors may point an Associate in the general direction of available Bar Association resources and provide other practical advice regarding potential practice location, trends or other information which may be available to the Mentor through his/her experience.

- ❖ In the event that a Mentor finds that they are unable to maintain their Commitment to the Program and to their Associate or if other problems or questions arise, please contact Rosemarie Atwood, New Lawyers Committee Staff Liaison, at the New Hampshire Bar Association.
- ❖ Mentors are cautioned to take appropriate steps to avoid any possible perception of the existence of an attorney/client relationship with an Associate's clients. In the course of dealing with the Associate, a Mentor should always attempt to ascertain that no conflict of interest exists before allowing an Associate to disclose a client's identity or situation. Hypothetical



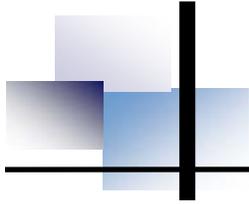
scenarios or fact patterns should be used whenever possible by Mentors and Associates in discussing legal matters.

- ❖ Mentors, by completing the application process and by accepting their pairing with an Associate, agree to comply with the Mentor Program's Guidelines and agree to complete requested evaluation forms to assist in the continued growth and strengthening of the Bar Association's Mentor Program.

**Additional Suggestions to Assist Mentors:**

- ◆ Telephone your Associate weekly or bi-weekly to develop the relationship.
- ◆ Schedule coffee, breakfast or lunch on a monthly basis to cement the relationship.
- ◆ Attend ethics or professionalism Continuing Legal Education together and speak about it thereafter.
- ◆ Make your reference materials available to your Associate so that they might make a determination as to which resources may be helpful to them in their own practice.
- ◆ Introduce your Associate to other Attorneys in other practice areas.

Thank you for your generosity in sharing your time and knowledge with your fellow members! Take pride in knowing that your efforts distinguish the New Hampshire Bar in achieving the very highest levels of professionalism and collegiality. Please let the Committee know if there is anything it can do to support you and your Associate(s).



## AFFORDABLE LEGAL WEBSITES



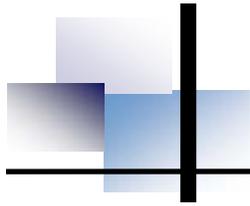
Sometimes there's a fine line  
between right and wrong

**Don't walk it!**

To review Ethics Opinions & Practical Ethics Articles, visit

**[www:nhbar.org/Legal Links](http://www.nhbar.org/Legal Links)**

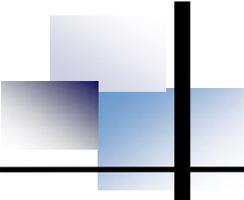
Can't find what you are looking for, the Ethics Committee members want to help! Contact Rosemarie Atwood, NHBA Ethics Committee Liaison, at 715-3279 or via e-mail [ratwood@nhbar.org](mailto:ratwood@nhbar.org).



## **ETHICAL GUIDELINES/SUGGESTIONS FOR MENTORS & ASSOCIATES REGARDING DISCLOSURE OF INFORMATION**

Participants in the New Hampshire Bar Association Mentor Program are cautioned to fulfill their ethical obligations to their respective clients when consulting about a client matter. Communications between Mentor and Associate should avoid disclosing client information, especially privileged information where the client's permission has not been obtained. Realizing that communication regarding situations confronting the Associate is essential to the professional development of the Associate, the following guidelines and suggestions are provided for consideration:

- (1) Communications between Mentor and Associate should be phrased hypothetically and without specific reference to actual client names or actual client situations.
- (2) If actual client information needs to be disclosed to make a communication between Mentor and Associate meaningful and beneficial, disclosure should be limited to essential disclosures only. Remember: Disclosures which may constitute a waiver of attorney-client privilege and/or may prejudice a client will require a client's informed consent.
- (3) Avoid communications as to matters where the Mentor has a history of representing opposing parties in such matters.
- (4) Beware of revealing confidential information and be aware of potential conflicts of interest.
- (5) Remember that a consulted lawyer does not have the same duty to preserve confidentiality of information obtained.
- (6) When in doubt, seek advice before disclosure of client information is made.



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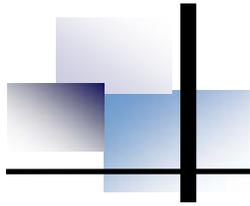
## **ADDITIONAL SUGGESTED ACTIVITIES FOR MENTOR ASSOCIATE RELATIONSHIPS**

### **Civil Trial Practice:**

- Attend a Supreme Court oral argument
- Attend mediation
- Attend a structuring conference, trial management conference, or other scheduling session
- Attend a deposition
- Attend a trial
- Review juror questionnaires and attend voir dire for jury selection
- Discuss tips on how to value cases
- Provide advice as to best journals or periodicals to read/subscribe
- Discuss with Associate recent jury verdict trends and trial outcomes
- Attend a CLE program
- Design and present a CLE program together
- Tour the courthouse, with introductions to judges and staff
- Invite one other lawyer to join you for breakfast to introduce to your Associate
- Attend local Bar functions and section meetings
- Introduce Associate to listservs available to address questions

### **Wills & Trusts:**

- Attend hearings addressing the interpretation, modification, administration, and termination of trusts, and or proving of a will.
- Sit in on initial client meeting
- Hear cases involving wills, trusts, estates, guardianship and more
- Assist Associate in preparing simple will
- Go to probate clerk's office and to court
- Address unusual planning issues, such as drafting will for NH resident who intends to relocate to a different state
- Discuss how to determine when to refer clients to third parties, such as tax planners, or to other attorneys with higher level of experience
- Discuss potential pitfalls in drafting wills for friends
- Provide advice as to best journals or periodicals to read/subscribe
- Attend a CLE program
- Design and present a CLE program together
- Attend local Bar functions and section meetings
- Introduce Associate to listservs available to address questions

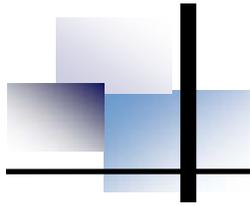


### Family Law:

- Attend initial client consult meeting
- Review standard language in Parenting Plans
- Discuss relief available from court for married versus unmarried parties, and the different venues that may apply
- Review civil union laws and other new legislation
- Attend a temporary hearing
- Attend a deposition
- Attend a trial
- Review child support guidelines and how they are applied
- Discuss “blurring” of professional lines in family law between advocate and counselor
- Discuss when/how to suggest therapy or other support systems to clients
- Discuss ethical considerations in dealing with clients struggling with mental illness
- Review discovery guidelines
- Review changing rules under the family division
- Discuss differences between marital masters and judges
- Review statutory and case law governing domestic violence petitions
- Familiarize Associate with resources available to families in crisis
- Provide advice as to best journals or periodicals to read/subscribe
- Assist Associate in preparing clients for often crowded docket in NH for family law cases
- Attend a CLE program
- Design and present a CLE program together
- Attend local Bar functions and section meetings
- Introduce Associate to listservs available to address questions

### Real Estate:

- Attend hearing for partition of real estate, petition to quiet title, and other such proceedings
- Discuss contract law principles
- Attend a closing
- Discuss mortgage foreclosures
- Provide advice as to best industry journals or periodicals to which to subscribe
- Discuss eviction procedures
- Review and discuss a title insurance policy
- Discuss trends and practical considerations in sales of residences



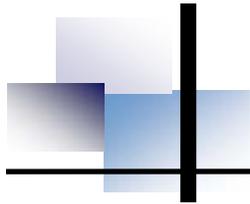
- 
- Visit local registry of deeds
  - Attend a CLE program
  - Design and present a CLE program together
  - Attend local Bar functions and section meetings
  - Introduce Associate to listservs available to address questions

### **Criminal:**

- Shadow Mentor at arraignment, probable cause, sentencing hearings, and/or trial
- Tour local jail and prison
- Observe traffic court
- Review specific rules governing discovery in criminal matters
- Advise Associate on how to deal with clients operating under a mental illness
- Introduce Associate to prosecutors, public defenders, and criminal defense attorneys
- Allow Associate to shadow during plea bargaining process
- Attend a CLE program
- Design and present a CLE program together
- Attend local Bar functions and section meetings
- Introduce Associate to listservs available to address questions

### **Employment Law:**

- Review and discuss EEOC process
- Discuss ERSIA issues
- Discuss employment contract issues
- Discuss covenants not to compete
- Discuss discrimination issues and wrongful termination claims
- Assist Associate in drafting sample HR handbook
- Provide advice as to best journals or periodicals to read/subscribe
- Attend hearing before Department of Labor, and, if permissible, before the New Hampshire Commission on Human Rights
- Attend a CLE program
- Design and present a CLE program together
- Attend local Bar functions and section meetings
- Introduce Associate to listservs available to address questions



## IS RISK SNEAKING UP ON YOU?



### **Professional Liability Insurance is STRONGLY recommended for New Hampshire Bar members**

- NHBA Insurance Agency, Inc. is dedicated to serving members of the legal profession.
- In addition to Professional Liability insurance, the agency also offers Home & Auto Coverage along with Long-term Care coverage at group rates. Also available to members is access to court bonds.
- These efforts are a continuation of the focus we are putting on the NHBA as an important provider of high quality member services. We are committed to making NHBA Insurance Agency the provider of choice for members.

#### **NHBA INSURANCE AGENCY, INC.**

Suzanne L. Morand, AIA, CIC

smorand@nhbar.org

*“Exclusively Serving Association Members”*

2 Pillsbury Street, Suite 300

Concord, NH 03301-3502

(603) 715-3204

**Direct (866) 642-2292**

**Fax (603) 225-3285**