**FERGUSON-WHITE AMERICAN INN OF COURT**

**2023-2024 Mentoring Program**

**Mentoring Application**

Welcome to the Ferguson-White American Inn of Court’s 2023-2024 Mentoring Program. One of the purposes of the Inn of Court is to facilitate the development of private mentoring relationships between members of the Inn outside of the regularly scheduled Inn meetings. If you wish to participate in the program, please answer the below questions and leave this completed form on the table or return it to Chardean Hill (chill@cmhlawadr.com) and Kathleen McLeroy (kmcleroy@carltonfields.com) as soon as possible. The information provided will be used to match a mentor and mentee for the year.

Mentor pairings will be assigned by the mentoring committee of the Inn. In determining the pairings, the committee will do their best to accommodate the interests of the mentees by pairing them with mentors having experience in one or more of the areas of interest indicated on the application form. The subject matter of the mentoring relationship and the individual meetings, however, e.g., personal, professional, career-development oriented, is at the sole discretion of the participants.

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I would like to be a:** ⃝ Mentor ⃝ Mentee

**I would like to meet:**  In Person (only) Zoom (only) Either In Person/Zoom

**Employer or year of law school graduation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of a specific mentor or mentee requested (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For mentors, are you willing to be a mentor to more than one mentee:**

⃝ Yes

⃝ No

**Membership status:**

⃝ Bencher

⃝ Emeritus

⃝ Master

⃝ Barrister

⃝ Associate

⃝ Pupil/law student

**Contact information:**

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 What days/times are you available to meet? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Mentor:** What type of law do you practice? Check all categories that you have experience in.

**Mentee:** What type of law do you practice or hope to practice? Check all categories that you would like more experience in

⃝ Criminal Prosecution

⃝ Criminal Defense

⃝ Civil Litigation (General)

⃝ Transactional Law (General)

⃝ Bankruptcy & Secured Transactions

⃝ Real Estate Law (Transactional or Litigation)

⃝ Trusts & Estates

⃝ Personal Injury Law

⃝ Commercial Litigation

⃝ Family & Juvenile Law/Probate

⃝ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How long have you been practicing law?

⃝ I am a law student.

⃝ 1 – 2 years

⃝ 3 – 5 years

⃝ 6 – 10 years

⃝ 11 – 20 years

⃝ More than 20 years

1. How long have you been a member of an American Inn of Court?

⃝ 1 – 2 years

⃝ 3 – 5 years

⃝ 6 – 10 years

⃝ 11 – 20 years

⃝ More than 20 years

1. How are you employed?

⃝ Prosecutor/public defender

⃝ Firm of 50+ attorneys

⃝ Firm of 25–50 attorneys

⃝ Firm of 10–24 attorneys

⃝ Firm of fewer than 10 attorneys

⃝ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How frequently do you appear in a courtroom?

⃝ Daily

⃝ Weekly

⃝ Monthly

⃝ A few times a year

⃝ Every few years

⃝ Never

1. **Mentor:** What areas are you most confident in sharing advice/information?

**Mentee:** What areas are you most interested in learning about?

|  |  |
| --- | --- |
| Topic Area (suggested detailed topics are identified below) | Check as many as apply |
| What it means to be an Attorney |  |
| General Legal Procedures |  |
| Ethical Problems |  |
| Legal Analysis and Reasoning/Legal Research and Writing |  |
| Client Relations |  |
| Litigation |  |
| Alternative Dispute Resolution ("ADR") and Negotiation |  |
| Organization and Management of Legal Work |  |
| Work/Life Balance and Career Planning |  |
| Transactional |  |
| Bar Activities |  |
| Other: |  |

1. **Mentor:** What kinds of experiences do you think you might be able to provide?

**Mentee:** What kinds of experiences are you most interested in having/observing?

|  |  |
| --- | --- |
| Topic Area | Check as many as apply |
| Meeting court personnel |  |
| Pro bono opportunities |  |
| Involvement with other professional organizations |  |
| Participate in the preparation of papers, memoranda, etc. |  |
| Observation of oral arguments before various courts  |  |
| Observation of trials  |  |
| Observation of mediation |  |
| Networking Opportunities |  |
| Meetings in judges’ chambers  |  |
| Sharing a meal or coffee |  |
| Social outings with other mentoring pairs |  |
| Writing an article or paper together |  |
| Volunteering together |  |
| Other: |  |

1. What do you hope to get out of the mentoring relationship? What are your goals for participation?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What are some personality traits or learning styles that might be helpful when making a match (i.e., are you outgoing or shy, do you drink coffee or tea, are you a morning person or a night owl, do you prefer weekends or weekdays)?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Is there anything else you’d like to share with the mentoring committee?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Suggested Mentoring Topics and Activities**

The following represents ideas for mentoring activities and discussions. Please do not view this as an exhaustive list, but rather as a starting point.

**I. Ethical problems**

* Common malpractice traps: how to recognize and avoid dangerous situations
* Communications with clients—how to avoid a grievance by returning phone calls and sending copies
* Client confidences, including communications over e-mail and cellular phones
* Conflicts of interest—checking for, recognizing, avoiding and dealing with conflicts
* Leaving a firm—how to protect yourself, including advising clients and withdrawing from cases
* Client engagement and closing letters
* Rule 11 and other sanctions
* *Ex parte* communications—judges, corporate adversaries, former employees, etc.
* Opinion letters and audit responses regarding clients
* Acting as local counsel—what to do when general counsel wants to completely control the litigation and your actions
* Reconciling duties to clients and to the court, e.g., what to do if your client lies
* Learning the unwritten rules of etiquette and civility between lawyers
* Presentation and discussion of hypothetical conflict of interest issues

**II. Legal analysis and reasoning/legal research and writing**

* Legal research tools and techniques, including Internet resources
* Effective legal writing

**III. Transactional**

* Formation of legal entities
* Negotiating and drafting legal contracts
* Negotiating and drafting joint venture arrangements

**IV. Client Relations**

* Client selection: interviews and case evaluation
* How to deal with a difficult client
* How to talk to a client about attorney’s fees, including fee agreements, retainers and fee disputes
* Trust fund accounts, including establishing, accounting/auditing, and use of interest proceeds
* Discussing client marketing and building a book of business
* Discussing how to develop better relationships with existing clients

**V. Litigation**

* Investigating the case
* Case management
* Drafting initial pleadings; sharing sample pleadings and forms
* Drafting and responding to written discovery requests
* Resolving discovery disputes
* Preparing for, taking, and defending depositions
* Selecting and using expert witnesses
* Trial preparation, including organizing a trial notebook and preparing witnesses for trial
* Trial practice—voir dire, opening statement, witness examinations, closing argument, evidence rules, expert witnesses
* Introduction of mentees to courthouse personnel
* Observing mentors and mentees in court and depositions
* How to deal with judges, including judicial independence
* Appellate practice
* Oral argument
* Local rules of procedure
* . Applications for attorneys’ fees awards
* Hearsay exceptions
* Motion dockets and how to succeed at them
* Bifurcation and trifurcation of cases
* Construction contracts
* Sanctions by state courts
* Observation of oral argument before various courts with subsequent discussion of the arguments

**VI. Alternative Dispute Resolution (“ADR”)**

* Forms of ADR, including mediation, binding and non-binding arbitration, high-low arbitration, early neutral evaluation, court-annexed arbitration and summary jury trials
* Preparing for mediation and arbitration
* Observing mentors in ADR
* Negotiation and settlement, including strategies and settlement documentation

**VII. Organization and management of legal work**

* Setting up and managing law practice
* Discussing career opportunities
* Reconciling job expectations with actual experience
* Addressing salary and working conditions within your firm
* Developing time management skills, including maintaining the balance between business and personal life
* Communicating with other lawyers and staff
* Marketing/maintaining the balance between business and law

**VIII. Bar Activities**

* Discussing lawyer referral and *pro bono* opportunities
* Professional organizations, including introducing mentees to colleagues in such organizations