



**VERMONT SUPREME COURT
OFFICE OF THE STATE COURT ADMINISTRATOR
ATTORNEY LICENSING OFFICE**

Mentorship Program List and Certification of Attending Approved Activities

Upon admission to the Bar of the Vermont Supreme Court, applicants admitted by examination or transferred UBE score have one year to certify completion of the Mentorship requirement set out in Rule 12(A)(2) of the Rules of Admission. The requirement includes engaging in at least 40 hours of activities compiled by the Board of Continuing Legal Education and certified by the Board of Bar Examiners.

The activities on this list are the only activities that have been compiled and approved as satisfying the requirements of Rule 12(A)(2).

The approved activities are broken into 4 categories. They are:

- I. Bar Functions
- II. Litigation Related Activities
- III. Transactional Law Related Activities
- IV. Access to Justice

The maximum number of hours an attorney may claim for each category:

- I. Bar Functions No more than 10 hours
- II. Litigation Related Activities No more than 20 hours
- III. Transactional Law Related Activities No more than 20 hours
- IV. Access to Justice No more than 10 hours

The category “Litigation Related Activities” includes various sub-categories. Other than the 20-hour limit on Litigation Related Activities, there is no maximum (or minimum) for any one of the sub-categories.

Please enter the hours and date you engaged in any particular activity. The requirement is “actual hours” spent on an activity.

CATEGORY 1: ATTENDING BAR FUNCTIONS

- *No more than 10 hours may count towards the 40-hour requirement.*

	<u>Hours</u>	<u>Date</u>
1. Vermont Bar Association’s Annual Meeting.	_____	_____
2. Vermont Bar Association’s Mid-Winter Meeting.	_____	_____
3. Attended a meeting of a Section of the Vermont Bar Association.	_____	_____
4. An Inns of Court Meeting.	_____	_____
5. Any bar-related meeting that focused on Vermont law or practice and deemed appropriate for a new attorney by your supervising judge or attorney. This includes county bar meetings, bench/bar meetings, and meetings of attorney-organizations.	_____	_____

CATEGORY 2: ATTENDING LITIGATION RELATED ACTIVITIES IN THE VERMONT SUPERIOR COURT

- *No more than 20 hours may count towards the 40-hour requirement.*
- *No credit for a matter in which the attorney is a party.*

	<u>Hours</u>	<u>Date</u>
1. <u>Civil Litigation</u>		
a. A trial in the Civil Division.	_____	_____
b. A hearing in Small Claims Court.	_____	_____
c. A motion hearing in the Civil Division.	_____	_____
d. A mediation in a matter pending in the Civil Division.	_____	_____
e. Any event related to a matter pending in the Civil Division and deemed appropriate for a new attorney by your supervising judge or attorney.	_____	_____
2. <u>Family Law</u>		
a. A contested divorce trial.	_____	_____
b. A contested parentage hearing.	_____	_____
c. A contested child support hearing.	_____	_____
d. A contested spousal maintenance hearing.	_____	_____
e. Any other hearing in the Family Division.	_____	_____
f. Any event related to a matter pending in the Family Division and deemed appropriate for a new attorney by your supervising judge or attorney.	_____	_____
3. <u>Criminal Law</u>		
a. A criminal trial.	_____	_____
b. An arraignment(s).	_____	_____
c. A bail hearing.	_____	_____
d. A hearing on a contested motion to suppress.	_____	_____
e. A sentencing Hearing.	_____	_____
f. A consultation with both prosecutors and defense attorneys on plea negotiations and strategies.	_____	_____
g. Any other event related to a matter pending in the Criminal Division and deemed appropriate for a new attorney by your supervising judge or attorney.	_____	_____
4. <u>Probate</u>		
a. A guardianship proceeding.	_____	_____
b. A contested probate hearing.	_____	_____
c. Any hearing in the Probate Division.	_____	_____
d. Any other event related to a matter pending in the Probate Division and deemed appropriate for a new attorney by your supervising judge or attorney.	_____	_____

5. Environmental Law

- a. A trial in the Environmental Division. _____
- b. A hearing in the Environmental Division. _____
- c. Any other event related to a matter pending in the Environmental Division and deemed appropriate for a new attorney by your supervising judge or attorney. _____

6. Administrative Law

- a. A hearing before any administrative agency of the State of Vermont. _____
- b. A hearing before the Legislative Committee on Administrative Rules. _____
- c. A school board meeting. _____
- d. A select board or city council meeting. _____
- e. A hearing before the Vermont Liquor Control Board. _____
- f. Research, draft, and submit a written Comment on a proposed administrative rule. _____
- g. Any other event related to administrative law deemed appropriate for a new attorney by your supervising judge or attorney. _____

7. Other Litigation-Related Matters

- a. A jury draw in Vermont Superior Court. _____
- b. An oral argument before the Vermont Supreme Court. _____
- c. A trial in the United States District Court for the District of Vermont. _____
- d. A trial in the United States Bankruptcy Court in the District of Vermont. _____
- e. An arbitration. _____
- f. The deposition of a fact witness. _____
- g. The deposition of an expert witness. _____
- h. An initial intake interview with a client. _____
- i. The preparation of a trial witness. _____
- j. A pre-trial conference in Vermont Superior Court. _____
- k. Any other litigation-related matter deemed appropriate for a new attorney by your supervising judge or attorney. _____

CATEGORY III – TRANSACTIONAL LAW ACTIVITIES

- *No more than 20 hours may count towards the 40-hour minimum.*

- 1. Attend a real estate closing (not your own). _____
- 2. Attend a foreclosure sale of real property. _____
- 3. Review land records in a town or city clerk’s office. _____
- 4. Perform an online UCC search. _____
- 5. Participate in the completion of the incorporation of a new corporation. _____
- 6. Draft a will. _____

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| 7. Draft a simple contract. | _____ | _____ |
| 8. Draft a trust agreement. | _____ | _____ |
| 9. Draft a living will. | _____ | _____ |
| 10. Draft a promissory note. | _____ | _____ |
| 11. Attend or perform any other transactional matter deemed appropriate for a new attorney by your supervising judge or attorney. | _____ | _____ |

CATEGORY IV – ACCESS TO JUSTICE

- *No more than 10 hours may count towards the 40-hour minimum.*
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| 1. Attend a continuing legal education seminar on access to justice issues. | _____ | _____ |
| 2. Accept a low bono or pro bono appointment | _____ | _____ |
| 3. Volunteer at LawLine of Vermont | _____ | _____ |
| 4. Any other activity related to Access to Justice and deemed appropriate for a new attorney by your supervising judge or attorney. | _____ | _____ |

CERTIFICATION

I certify that I completed the activities as indicated above and that each hour indicated reflects an hour actually spent on the activity.

Attorney

Date