



MENTORING PLAN

INTRODUCTION TO THE MENTORING PLAN

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

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

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

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

At the conclusion of the program cycle, the mentoring plan should reflect the activities and experiences completed by the new lawyer. The new attorney must submit the completed mentoring plan online and pay the \$350 TIP fee to the state bar.

INSTRUCTIONS FOR CREATING YOUR MENTORING PLAN

The following provides general instructions for creating a customized mentoring plan.

Please read these instructions carefully.

1. Print and bring this Model Mentoring Plan to the first meeting.
2. The mentor and new lawyer should discuss the new lawyer's professional goals, interests and practice areas to develop and prioritize activities in the mentoring plan.
3. Review sections 1 through 4 contained in the Model Mentoring Plan. These four sections contain mandatory items for your Mentoring Plan. In addition to the mandatory items, your Mentoring plan must also contain a certain number of optional selections from sections 1-4. The new lawyer and mentor may also elect to develop activities related to these subjects. NOTE: Activities need not be completed in any particular order.
4. In addition to sections 1 through 4, new lawyers must select a minimum of 6 elective activities/experiences to include in his/her Mentoring Plan. These electives are listed under section **"5. PRACTICE AREA BASIC SKILLS ELECTIVES."** New lawyers and mentors may create one or more electives covering other subjects of interest deemed appropriate given the newly admitted lawyer's particular area of practice.
5. Indicate which activities will be completed by the new lawyer during his/her mentoring cycle by checking the corresponding box next to each activity description in each section. As activities/experiences are completed you can track your progress manually and make a final submission at the conclusion of the mentoring cycle.
6. It is recommended to establish check points for consistent and steady timing in completing the plan. Divide the planned activities and experiences in thirds. Two months into the 6-month cycle you should be about 1/3 of the way through the activities and experiences - at 4 months about 2/3 completed.
7. At the conclusion of the mentoring cycle the completed plan should be submitted in the online system at www.nvbar.org/tip and the \$350 TIP fee should be paid to the state bar by the end of the program cycle. Additionally, the new lawyer will be required to complete an Exit Evaluation as a condition of completion. The Exit Evaluation will be sent to the new lawyer at the conclusion of the TIP cycle.

QUESTIONS

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

WEBSITE INFORMATION

Forms and information about *Transitioning into Practice* can be found at:

www.nvbar.org/tip

New Lawyer: _____ Bar# _____

Mentor: _____ Bar# _____

MENTORING PLAN ACTIVITIES AND EXPERIENCES

TIP Mentoring Plan resources available at: www.nvbar.org/tip/mentor-resources.

1. The Legal Community

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

MINIMUM TIME COMMITMENT: 3 hours

Activity or Experience	Mandatory if Checked	Date Completed
1. Review and discuss all of the Nevada Rules of Professional Conduct , making suggestions of practical application of the concepts in the document.	XX	
2. Discuss how confidential matters should be handled by the new lawyer outside the firm.	XX	
3. Discuss civility and etiquette among lawyers and judges.	XX	
4. Review all forms contained in the annual State Bar of Nevada membership packet: <ul style="list-style-type: none"> • Licensing Fee Invoice • Report of Child Support • Professional Liability Insurance Disclosure • Certification of Compliance & Consent • Annual Report of Pro Bono 	XX	
5. Acquaint the new lawyer with legal aid agencies in the state, local pro bono agencies, other opportunities for lawyers to engage in pro bono or law-related education activities , and other opportunities for lawyers to engage in civic and charitable work. Discuss how and why a lawyer finds time, despite a busy practice, to engage in volunteer activities and service to the profession and the community.	XX	
If pro bono work is a high interest area, consider the elective track 5q. Pro bono opportunities might also be a great way to cover many activities and experiences in the Mentoring Plan.		
6. Attend a meeting of an organized bar association together (CLE event, pro bono, social). Discuss local, state and national bar association opportunities and the advantages of being involved in local and state bar association activities.		
7. Review and discuss State Bar of Nevada sections and committees and the value of getting involved in State Bar activities and service, including the Young Lawyers Section.		
8. Accompany the new lawyer to the local courthouses, particularly those courts where the new lawyer will be primarily appearing. To the extent appropriate, introduce the new lawyer to members of the judiciary, court personnel and clerks of the court. If available, pay a visit to the self-help center.		
9. As appropriate, escort the new lawyer to the local jails where the new lawyer is likely to have clients and explain the procedures for jailhouse visits.		
Record other completed activities in the boxes below.		

2. Personal and Professional Development

2a. Ethics

In addition to the mandatory topics at least **one (1)** other activities or experiences must be completed from this section keeping in mind that the two additional items within this category can be created through the collaboration of the mentor and new lawyer.

MINIMUM TIME COMMITMENT: 1.5 hours

Activity or Experience	Mandatory if Checked	Date Completed
1. Discuss potential resources for dealing with complicated ethical issues , including conflicts of interest and ethical issues that arise with some regularity in the practice setting. Discuss ways to resolve those issues; referring to mentor's experience, as well as guidance of the Nevada Rules of Professional Conduct. If the mentoring relationship is in-house, discuss the firm's procedures for assisting with complicated ethical issues.	XX	
2. Discuss the State Bar of Nevada grievance process and a lawyer's duty to cooperate with a disciplinary investigation.	XX	
3. Discuss the appropriate way to handle situations where the new lawyer believes another lawyer (both in and outside of the new lawyer's firm) has committed an ethical violation; the obligation to report misconduct; and the appropriate way to handle a situation where the new lawyer has been asked by a senior member of the firm to do something that is unethical or unprofessional.	XX	
4. Discuss mandatory CLE credit and affirmation requirements, the role of the Nevada Board of Continuing Legal Education as a regulator, and ways to fulfill credits and MCLE reporting.	XX	
5. Discuss common malpractice and grievance traps (particularly in the new lawyer's practice area) and how to recognize and avoid common pitfalls. Discuss the lawyers' obligations in the event of the failure to carry malpractice insurance. In the alternative, discuss qualified immunity and any special ethical duties that apply to the new attorney in a government position.	XX	
6. Discuss the new lawyer's long term career goals and identify ways to meet those goals. Identify different career paths and resources for exploring options.		
7. Discuss to the extent knowledgeable, differences between large firm, small firm, government and non-profit practice and non-traditional legal positions.		
8. Discuss practical ways to manage law school debt.		
Record other completed activities in the boxes below.		

2b. Substance Abuse, Addiction and Mental Health

In addition to the mandatory topics at least **one (1)** other activities or experiences must be completed from this section keeping in mind that the two additional items within this category can be created through the collaboration of the mentor and new lawyer.

MINIMUM TIME COMMITMENT: 1.5 hours

Activity or Experience	Mandatory	Date
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	if Checked	Completed
1. Discuss substance abuse and mental health issues, including possible warning signs of substance abuse or mental health issues; what to do if the new lawyer, a colleague or a superior is faced with a substance abuse or mental health problem.	XX	
2. Review and discuss the confidential support available for a lawyer through the program, Lawyers Concerned for Lawyers (LCL) .	XX	
3. Review and discuss the confidential support and counseling available for a lawyer through the Nevada Lawyer's Assistance Program (NLAP) , including an initial confidential assessment at no cost to the attorney.	XX	
4. Review the continuing legal education (CLE) requirement for Nevada attorneys pertaining to substance abuse and addiction.	XX	
5. Attend a CLE presentation on substance abuse and addiction.		
6. Discuss techniques for finding a balance between career and personal life, putting daily pressures in perspective, reconciling job expectations with actual experience.		
Record other completed activities in the boxes below.		

3. Law Office Management

3a. Confidentiality, Conflicts and Client Funds

In addition to the mandatory topics at least **one (1)** other activities or experiences must be completed from this section keeping in mind that the two additional items within this category can be created through the collaboration of the mentor and new lawyer.

MINIMUM TIME COMMITMENT: 2 hours

Activity or Experience	Mandatory if Checked	Date Completed
1. Discuss practices to maintain client confidentiality and/or confidentiality policies in state or government offices.	XX	
2. Review escrow and trust account rules for handling client funds, including the importance of clearing checks before funds are drawn, authority needed to pay fees from client funds in trust and IOLTA account requirements. If in a state or government position, also discuss how funds are allocated and used within the organization for travel, training, experts, witnesses, etc., and special considerations for anything possibly construed as a benefit being given to witnesses.	XX	
3. Discuss good time records and time management skills and techniques, and/or procedures regarding documentation of work and use of case management systems within an organization.	XX	
4. Discuss how to screen for, recognize and avoid conflicts . Discuss the differences between issue conflicts and client conflicts.	XX	
5. Discuss 1) the issues surrounding leaving a firm, such as how to protect oneself, substitution of counsel, advising clients and withdrawing from cases and/or 2) what potential conflicts a state or government attorney might encounter when leaving an agency to work elsewhere.	XX	
6. Review engagement agreement, including method for resolving fee disputes .	XX	
7. Tour the mentor's office to demonstrate and explain how the mentor's law office is managed and discuss resources where the new lawyer can learn more information about law office		

management issues, and/or discuss managing a caseload assigned to the new attorney in a state or government setting.		
8. Discuss roles and responsibilities of paralegals, secretaries and other office personnel and how to establish good working relationships with others in the same office who are support staff, colleagues or senior colleagues.		
9. Discuss how to prevent issues of unauthorized practice of law with staff.		
10. Discuss office politics, including appropriate networking, socializing and personal behaviors.		
11. Discuss the importance of planning ahead for how a lawyer's practice should be handled in the event of the lawyer's retirement, death or disability.		
Record other completed activities in the boxes below.		

3b. File Maintenance, Retention and Destruction

In addition to the mandatory topics at least **one (1)** other activities or experiences must be completed from this section keeping in mind that the two additional items within this category can be created through the collaboration of the mentor and new lawyer.

MINIMUM TIME COMMITMENT: 2 hours

Activity or Experience	Mandatory if Checked	Date Completed
1. Engage in a training session covering the importance of maintenance and retention of client files inclusive of electronic and paper components and proper destruction of each.	XX	
2. Discuss best and current practices regarding billing and filing systems.	XX	
3. Discuss methods to notify clients of your electronic filing system , including a file retention policy statement in the fee agreement or letter of engagement and obtaining the client's written acknowledgement of understanding.	XX	
4. Introduce the new lawyer to the information technology systems, the library systems and research systems.		
5. Introduce the new lawyer to the calendar and 'tickler' or reminder systems.		
Record other completed activities in the boxes below.		

4. Client Communications, Advocacy, and Negotiation

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

MINIMUM TIME COMMITMENT: 3.5 hours

Activity or Experience	Mandatory if Checked	Date Completed
1. Discuss the importance of client communication , including the use of retention/engagement documents and fee agreements, keeping		

clients informed about matters, confirming things in writing, being on time, etc. Discuss 'dos and don'ts' of maintaining good ongoing client relations and communications, such as returning telephone calls and keeping clients informed about matters. For those in a state or government position, discuss the importance of communicating with parties interested in each case (i.e. prosecutors, law enforcement, victims and witnesses).	XX	
2. Discuss frequent issues that arise regarding the scope of representation.	XX	
3. Discuss the responsibilities of the client and the lawyer in decision making, and the importance of open communication with a client about his or her case.	XX	
4. Discuss the relevant issues surrounding effective legal writing, such as techniques for the most effective legal writing, how to avoid common mistakes causing pleadings to be rejected, how to effectively use sample legal pleadings and forms, techniques to efficient legal research, etc.	XX	
5. Discuss the best ways to evaluate a potential case and whether to accept a proffered representation, and/or discuss who the client is in a state or government setting (i.e. the State of Nevada, the City of Henderson, etc.).	XX	
6. Identify how to deal with the 'difficult' client and how to decline representation of the unrealistic or 'impossible' client, and/or discuss how to deal with interested parties such as victims and witnesses, who have unrealistic expectations.	XX	
7. Discuss how to deal with a client that becomes unrealistic once hired.	XX	
8. Discuss how to identify or determine who the client is when practicing in a corporate or government organization.		
9. Engage in a training discussion about client interaction, including tips for gathering information about a legal matter and appraising the credibility and trust of a potential client.		
10. Discuss methods of client development that have been successful for the mentor, and discuss other techniques for business development, including any relevant ethical concerns and the most professional practices in this regard.		
11. Train, through discussion and client interaction, how to best screen for, recognize and avoid conflicts with the client.		
12. Discuss proper legal counseling techniques, duties and the responsibilities of advising clients.		
13. Discuss fee setting for legal services and how to talk with clients about fees. Discuss retainer agreements.		
14. Participate in or observe at least one client interview or client counseling session.		
15. Discuss appropriate ways for dealing with others on behalf of a client.		
16. Discuss tips for the preparation for and proper behavior during depositions.		
17. Discuss the most important points about negotiation with another lawyer and potential issues associated with negotiations.		
18. Discuss the types of alternative dispute resolution (such as mediation, binding and non-binding arbitration, high-low arbitration, early neutral evaluation, court-annexed arbitration, short trial program, etc.) and the benefits and disadvantages of each.		
19. Observe (in person or by streaming video on-line) an appellate argument in a Nevada court and discuss techniques and tips for		

effective oral argument.		
Record other completed activities in the boxes below.		

5. PRACTICE AREA BASIC SKILLS ELECTIVES

Select and complete as many activities and experiences as feasible within areas a-q. Other electives that are created and completed by the new lawyer and mentor should be recorded under 5s. Items selected should be based on the interests and/or practice area of the new lawyer. The minimum number of activities and experiences to be completed is **six (6)**. Under each area, you are encouraged to adjust the activities and experiences to your particular practice setting and individual needs. Keep in mind the activities and experiences completed might all fall under one area or be spread across multiple areas – it's up to you!

MINIMUM TIME COMMITMENT: 15 hours

Activity or Experience	Date Completed
5a. Litigation and Transaction Handling	
1. Participate in the interviewing of a client.	
2. Participate in the counseling of a client.	
3. Observe or participate in a negotiation and explain relevant background context.	
4. Participate in drafting, amending, or reviewing a contract.	
5. Participate in forming business entities by drafting and reviewing incorporation documents and business agreements.	
6. Participate in drafting a demand letter.	
7. Prepare a complaint and a summons.	
8. Review rules regarding alternative dispute program and discuss, if applicable to where you practice.	
9. Participate in N.R.C.P. 16.1 or F.R.C.P. 26 conference to discuss discovery plan, initial disclosures and settlement.	
10. Prepare a Joint Case Conference Report.	
11. Participate in drafting discovery requests, including interrogatories, requests for admission and requests for production of documents; and discuss applicable rules of procedure.	
12. Discuss applicable rules and requirements for initial and rebuttal expert witness disclosures and supplements; participate in drafting expert disclosure.	
13. Participate in drafting subpoena duces tecum.	
14. Observe or participate in a deposition of a witness or adverse party in a civil action.	
15. Participate or observe in a preliminary hearing.	
16. Participate in plea negotiations or reviewing a plea agreement.	
17. Participate in drafting a pleading or motion for an administrative body or a state or federal court.	
18. Participate in an administrative hearing.	
19. Participate in an evidentiary hearing in a state or federal court.	
20. Participate in trial preparation.	
21. Participate in a trial in a civil or criminal case in either a state or federal court.	
22. Observe or participate in a mediation or arbitration.	
5b. Advocacy and Litigation	
1. Discuss specific Rules of Civil Procedure and local rules that apply in either state or federal court pertaining to Court Hearings and trial.	
2. Discuss the mechanics of court appearances, including proper attire, courtroom decorum, role of the court clerk and court reporter, necessity for a translator, etc.	

3. Participate in drafting a dispositive motion.	
4. Attend or participate in a hearing on a motion; discuss.	
5. Participate in drafting an order denying or granting motion for summary judgment.	
6. Participate in drafting a discovery dispute motion (e.g. Motion to Compel).	
7. Attend or participate in a discovery dispute hearing; discuss.	
8. Participate in drafting a Report and Recommendation, if applicable.	
9. Participate in drafting Motion in Limine.	
10. Discuss the mechanics of arbitration, including witness preparation and conduct handling exhibits, etc.	
11. Participate in drafting arbitration brief.	
12. Attend or participate in an arbitration.	
13. Discuss the mechanics of trial, including witness preparation and conduct in court room, handling demonstrative exhibits and/or electronic court system, exhibits etc.	
14. Participate or attend pre-trial conference and participate in drafting pre-trial memorandum, if applicable.	
15. Participate in drafting jury questionnaire, if applicable.	
16. Participate in drafting jury instructions.	
17. Participate in drafting voir dire.	
18. Attend or participate in a calendar call.	
19. Participate in drafting Findings of Fact, Conclusions of Law.	
20. Participate in drafting a Trial Brief; discuss applicable rule.	
21. Attend or participate in a trial, including voir dire if a jury trial; discuss.	
22. Attend a trial resulting in a jury verdict and meet with the jurors afterwards.	
23. Participate in drafting mediation or settlement conference brief.	
24. Attend a mediation or settlement conference.	
25. Participate in preparing settlement documents, including a discussion of any tax implications in a settlement including a monetary award.	
26. Participate in drafting appellate briefing or review and discuss previously filed opening, answering and reply brief.	
27. Attend an appellate argument in the Nevada Supreme Court, or a United States Circuit Court of Appeals.	
5c. Alternative Dispute Resolution	
1. Discuss different types of arbitration (e.g. grievance, interest).	
2. Review and discuss Nevada's statutes on mediation including requirement to screen for potential conflict of interest of mediator.	
3. Review various entities and agencies that can assist the attorney in the ADR process, such as FMCS, AAA, JAMs, panel creation by the parties and the benefits and weaknesses of each.	
4. Observe, participate in, or prepare for an actual or simulated mediation.	
5. Observe, participate in, or prepare for, an arbitration and review and discuss Statutes for Arbitration in Nevada and AAA/JAMS rules.	
6. Discuss how to prepare a client for mediation or arbitration.	
7. Discuss the importance of having the insurance carrier involved in the ADR process, if coverage exists for the loss claimed by the plaintiff.	
5d. Negotiation	
1. Discuss how to prepare for the negotiation of a legal matter (e.g., release of a personal injury claim, lease agreement, collective bargaining agreement, etc.).	
2. Discuss when and how negotiation should be initiated.	
3. Discuss when and how to involve the client in negotiation.	
4. Discuss ethical and professional obligations of negotiators.	
5. Discuss skills needed to be an effective negotiator and how to acquire them.	

6. Discuss statutes that may affect negotiated results or dictate procedures to be utilized in negotiations (e.g. OWBPA requirements for a valid release, NLRA statutory requirements to qualify for 'good faith negotiations').	
5e. Client Interviewing and Counseling	
1. Discuss and review interview techniques (asking the right questions).	
2. Discuss and review counseling techniques (providing the hard advice).	
3. Simulate and discuss the counseling of a client (mentor and new lawyer should alternate being client and lawyer).	
4. Participate in interviewing a client.	
5. Participate in counseling a client.	
6. Discuss early settlement benefits and/or alternative dispute resolution in light of the cost of litigation.	
7. Discuss the ethical considerations with client interviews (e.g. confidentiality, who can meet with a new client to execute fee agreements, etc.).	
8. Discuss when it may be proper to turn down the representation of a client after initially meeting with them.	
9. Discuss ethical considerations regarding client's desires to delay litigation and/or push your representation beyond the rules of Professional Conduct and dealing with such clients.	
5f. Civil Procedure	
1. Participate in trial preparation.	
2. Participate in at least two trials in civil or criminal cases in either a state or federal court, at least one of which should be a jury trial taken to verdict.	
3. Participate in the interviewing of a witness or victim.	
4. Participate in an evidentiary hearing in a state or federal court.	
5. Prepare complaint.	
6. Prepare summons.	
7. Cause summons to be served.	
8. Participate in preparing a NRPC12(b)/FRCP 12(b) motion to dismiss.	
9. Participate in preparing answer to complaint, counterclaim, cross-claim and third-party complaint.	
10. Participate in 26(f) conference to discuss settlement, discovery plan and initial disclosures.	
11. Participate in preparing initial disclosures as required by NRCP 16.1/FRCP 26.	
12. Participate in preparing for and observing, taking, or defending a deposition of a witness or adverse party in a civil action.	
13. Participate in drafting discovery requests, including interrogatories, requests for admission and requests for production of documents.	
14. Participate in identifying expert witnesses and producing expert witness reports.	
15. Participate in depositions including the deposition of expert witnesses.	
16. Participate in preparing motions and memoranda in support of summary judgment.	
17. Participate in preparing pretrial order and making pretrial disclosures of witnesses and exhibits.	
18. Train, through discussion and case review, how to screen for, recognize, and avoid conflicts of interest, either personal or office. Explain to the mentor what actions should be taken if a conflict is suspected or identified.	
19. Discuss the importance of family and life balance, including sharing or not sharing with spouse, friends and others the unsavory and sometimes terrible things with which a prosecutor deals.	
20. Discuss the mechanics of trial, including where to stand, proper attire, when to stand, courtroom decorum, jury selection, judges' bench books, etc.	
21. Observe or participate in an appellate argument in a Nevada or Federal Court.	
22. Participate in preparing settlement documents in a civil case, including a	

discussion of any tax implications in a settlement including a monetary award.	
23. Participate in an administrative hearing.	
24. Participate in drafting, amending or reviewing a contract.	
25. Participate in drafting a civil pleading or motion for an administrative body or a state or federal court.	
5g. Criminal Law	
1. Screen five different kinds of criminal cases and determine the charges to be filed. Discuss one of the screenings with a law enforcement officer, covering the factors leading to the charging decision. Review the prepared information and determine whether to request an Arrest Warrant or a Summons.	
2. Discuss with the mentor what should be done when a prosecutor declines to file charges requested by law enforcement; including contact with the officer, victims, what notices should be filed - with whom.	
3. Learn and discuss with the mentor a prosecutor's disclosure requirements in <i>Brady v. Maryland</i> and other applicable discovery rules and law. Respond to a defense discovery request in a misdemeanor or a felony case.	
4. Participate in at least two trials in civil or criminal cases in either a state or federal court, at least one of which should be a jury trial taken to verdict.	
5. Participate in an evidentiary hearing in a state or federal court.	
6. Observe or participate in a plea negotiation. Explain relevant background and context and prepare or review a plea agreement.	
7. Participate in the interviewing of a witness or victim.	
8. Prepare or participate in the preparation of jury instructions for a misdemeanor or a felony case.	
9. Prepare or review documents executed by defendant as part of a guilty plea in either a misdemeanor or felony case. Review and become familiar with NRS 174.035, NRS 174.055 and NRS 174.063.	
10. Review and understand Protective Orders and the penalties for violation of such orders pursuant to NRS 33.020 through NRS 33.400, NRS 200.378 and NRS 200.591.	
11. Prepare a written response to a defense motion.	
12. Become familiar with the Crime Victims' Bill of Rights, particularly a prosecutor's responsibilities under the act. Prepare or review required notices to crime victims.	
13. "Ride along" with law enforcement; preferably at least four hours each with at least two different officers.	
14. Engage in a training discussion about the many different individuals a prosecutor is likely to deal with in his or her and their official capacity.	
15. Discuss how to deal with "difficult" situations that are likely to arise between prosecutors and others with whom the prosecutor must deal.	
16. Discuss the mechanics of trial, including where to stand, proper attire, when to stand, courtroom decorum, jury selection, judges' bench books, etc.	
17. Following the sentencing of a defendant to prison, draft a letter to the Board of Pardons pursuant to the provisions of NRS 213.020.	
18. Observe or participate in an appellate argument in a Nevada or Federal Court.	
19. Review and discuss alternate case dispositions, such as drug court, plea in abeyance agreements, etc. Understand the statutory limitations and office policy regarding each.	
20. Review and understand "No Contest" pleas, "Sery" pleas, "Alford" pleas and pleas of "Guilty and Mentally Ill." Explain the conditions under which each plea may be offered and when a prosecutor may agree with the entry of each. Understand the provisions that must be contained in the Statement of Defendant for each plea.	
21. Review and discuss Pre-sentence Reports.	
22. Review at least two Affidavits in Support of Requests for a Search Warrant that have been prepared by law enforcement officers and discuss any problems you find with the Affidavits.	

23. Review with a prosecutor experienced in juvenile prosecution the rules and practices in Juvenile Court.	
24. Review a case report and prepare a delinquency petition for filing in Juvenile Court.	
25. Participate in charge negotiations with prosecutor's office.	
26. Participate in discovery demands on prosecutor, including request for exculpatory materials.	
27. Participate in engagement of private investigator to interview witnesses.	
28. Review information or indictment for constitutional and/or pleading defects.	
29. Research elements of crime charged or under investigation; discuss.	
30. Review and discuss pretrial diversion requirements.	
31. Review and discuss plea in abeyance statute in a particular case and study applicable statute.	
32. Review and discuss criteria for a one- or two- level reduction of offense in a particular case and study applicable statute.	
33. Participate in discussions with Pretrial Services (bail).	
34. Participate in editing Statement by Defendant in Advance of Plea.	
35. Observe and/or participate in trial.	
36. Observe and/or participate in entry of plea in court.	
37. Review and discuss Presentence Report; participate in filing objections.	
38. Research and participate in analysis of federal sentencing guidelines in particular federal case.	
5h. Estate Planning/Probate/Guardianship	
1. Participate in drafting and reviewing at least six of the following:	
• Wills.	
• Revocable living trusts: tax planning.	
• Revocable living trusts: non-tax planning.	
• Revocable living trusts: generation skipping tax planning.	
• Irrevocable trusts.	
• Durable powers of attorney.	
• Special powers of attorney for health care.	
• Advanced Health Care Directives.	
• Life insurance trusts.	
• Transfer of ownership documents: quit- claim deeds.	
• Transfer of ownership documents: assignments.	
2. Assist in gathering and organizing client information.	
3. Prepare diagrams of specific estate plans for clients.	
4. Prepare estate planning binders for clients.	
5. Prepare Crummey notices for life insurance trusts.	
6. Prepare notice to creditors (estate or trust) and arrange for publication.	
7. Prepare inventory of estate.	
5i. Family Law	
1. Review and discuss the Rules of Civil Procedure specific to Family Law.	
2. Review and discuss local rules, if applicable.	
3. Review and discuss N.R.C.P. 16.2.	
4. Review and discuss the Financial Disclosure Form.	
5. Observe or participate at a Case Management Conference, if applicable.	
6. Prepare proposed Case Management Order.	
7. Create a child support Resource.	
8. Observe hearing on motion for temporary orders.	
9. Observe or participate in custody evaluation settlement conference, if permission is granted.	

10. Participate in a collaborative law meeting if permission is granted.	
11. Participate in mediation if permission is granted.	
12. Observe or participate in a family law trial.	
13. Participate in drafting Order regarding child support and custody.	
14. Review and discuss Nevada Revised Statutes and applicable rules of procedure regarding post-trial issues.	
15. Review and discuss rules to seal case and/or have closed hearings.	
16. Attend Family Court Bench Bar Meeting, if applicable.	
17. Participate in drafting court pleadings and papers for an uncontested divorce.	
18. Participate in preparing a premarital agreement or review and discuss statutory requirements, case law, and necessary terms of premarital agreements.	
19. Attend pro-bono session ("Ask-A-Lawyer Session"), if applicable.	
20. Visit local self-help center and/or navigate through the court's website regarding self-help services.	
5j. Juvenile Law	
1. Attend or participate in a shelter hearing.	
2. Attend or participate in a disposition hearing.	
3. Discuss the standards for removal with a Department of Child and Family Services (DCFS) worker.	
4. Discuss the role of a juvenile Guardian ad Litem; introduce where possible.	
5. In a Juvenile delinquency case, observe, participate in, or discuss:	
• A detention hearing.	
• The role of a probation officer in detention cases.	
• An arraignment.	
• A pre-trial.	
• A trial.	
5k. Business Law	
1. Participate in forming business entities by drafting and reviewing at least one of three categories of documents:	
a. Corporation	
• Articles of incorporation	
• Bylaws	
• Board minutes/resolutions	
• Stockholder minutes/resolutions	
b. Limited-Liability Company	
• Articles of organization	
• Operating agreement	
• Manager minutes/resolutions	
• Member minutes/resolutions	
c. Limited Partnership	
• Certificate of limited partnership	
• Limited partnership agreement	
• General partner minutes/resolutions	
• Limited partner minutes/resolutions	
2. Participate in drafting and reviewing at least three of the following:	
• Stockholders' agreements	
• Buy-sell agreements	
• Investor rights agreements	
• Redemption agreements	
• Registration rights agreements	
• Noncompetition agreements	
3. Participate in drafting and reviewing at least three of the following loan documents:	

• <i>Loan agreements</i>	
• <i>Promissory notes</i>	
• <i>Security agreements</i>	
• <i>Pledge agreements</i>	
• <i>Deeds of trust</i>	
• <i>UCC1 financing statements</i>	
4. Participate in drafting and reviewing at least three of the following documents related to mergers and acquisitions:	
• <i>Letters of intent</i>	
• <i>Due diligence checklists</i>	
• <i>Asset purchase agreements</i>	
• <i>Stock purchase agreements</i>	
• <i>Agreements and plans of merger/conversion</i>	
• <i>Bills of sale</i>	
• <i>Authorizing minutes/resolutions</i>	
5l. Tax Law	
1. Prepare and analyze tax calculations.	
2. Participate in preparing certain IRS tax forms, including the following:	
• <i>Form 2553 (S Corporation Election).</i>	
• <i>Form 709 (Gift Tax Return).</i>	
• <i>Form 706 (Estate Tax Return).</i>	
• <i>Form 1041 (Income Tax for Trusts).</i>	
5m. Real Estate Law	
1. Search a title at Recorder's Office or review a title commitment or preliminary title report and all exceptions.	
2. Participate in drafting and reviewing at least four of the following:	
• <i>Real estate purchase and sale agreement, conveyancing documents (e.g., grant, bargain and sale deed, declaration of value and assignment of leases) and escrow instructions for commercial property.</i>	
• <i>Residential real estate purchase and sale agreement/purchase agreement and earnest money deposit receipt, conveyancing documents (e.g., grant, bargain and sale deed and declaration of value) and escrow instructions.</i>	
• <i>Deeds of Trust, Security Agreement and Assignment of Rents and related promissory note and other secured obligation.</i>	
• <i>Commercial lease (Free standing premises/shopping center or ground lease).</i>	
• <i>Residential lease.</i>	
• <i>Covenants, conditions and restrictions for commercial property or common interest community.</i>	
• <i>Reciprocal easement agreement, license or easement between adjoining landowners.</i>	
• <i>Notice of default and election to sell and notice of sale for deed of trust.</i>	
• <i>Short sale application and agreement.</i>	
5n. Employment Law	
1. Review and discuss the NERC administrative process.	
2. Review or participate in drafting a charge or the response to a charge.	
3. Prepare for and participate in the NERC administrative process, including a resolutions conference or an appeal to the NERC mediator.	
4. Participate in drafting a separation or settlement agreement.	
5. Participate in consultation with management on HR issues.	
6. Prepare for and observe or participate in an unemployment benefits insurance	

appeal hearing.	
7. Review and discuss an ongoing employment law issue, such as a claim under Title VII, the Family Medical Leave Act, the Americans with Disabilities Act, or other substantive federal law or its state counterpart.	
8. Participate in the ENE program or settlement conference.	
9. Observe an investigation into workplace misconduct.	
10. Attend a presentation/training given by a lawyer, on sexual harassment.	
11. Discuss in depth the process for new client intakes.	
12. Opposition to Summary Judgment Motions: attend a hearing on dispositive motion.	
5o. Intellectual Property Law	
1. Observe or participate in a client interview.	
2. Participate in patent search/evaluation.	
3. Participate in drafting and filing a patent application.	
4. Participate in filing an Information Disclosure Statement (IDS).	
5. Participate in drafting an Office Action response.	
6. Participate in a telephone conversation with an Examiner.	
7. Participate in preparing and drafting an appeal brief.	
8. Discuss and review techniques for successful patent prosecution.	
9. Observe or participate in a client interview.	
10. Participate in trademark search/evaluation.	
11. Participate in drafting and filing a trademark application.	
12. Participate in drafting an Office Action response.	
13. Participate in preparing and drafting an appeal brief.	
14. Discuss and review techniques for successful trademark prosecution.	
15. Participate in trademark litigation.	
16. Participate in drafting and filing a copyright application.	
17. Participate in drafting an intellectual property license agreement.	
18. Participate in drafting an internet privacy policy.	
19. Participate in drafting an internet terms of use agreement.	
20. Participate in drafting a take-down procedure under the Digital Millennium Copyright Act.	
21. Prepare a domain name purchase agreement.	
22. Participate in a UDRP dispute.	
23. Participate in drafting a name and likeness release or model release.	
24. Read and discuss the Nevada privacy and encryption statute.	
25. Review the FTC red flat rules.	
26. Prepare a nondisclosure agreement.	
5p. Gaming Law	
1. Review and discuss the two-tier regulatory structure of Nevada including roles of the Nevada Gaming Control Board, its divisions, Nevada Gaming Commission and the Nevada Attorney General's Office, including voting rules of the Board and Commission.	
2. Review and discuss the gaming application process, including burden of proof, no constitutional right or entitlement to a license, no right of judicial review, non-restricted vs. restricted gaming (as well as forms and levels of review), private vs. public companies, transfers of interest, the necessity of all applicants to exercise full disclosure and cooperate in the Board's investigation, denial implication (legal and reality, including Gray List pursuant to NRS 463.165(8)), withdrawal of applications (only by the Board, with and without prejudice and when to seek a withdrawal).	
3. Participate where possible in preparing applications (individual and entity applications, including continuous or delayed public offering or shelf applications).	

4. Review and discuss the disciplinary process, including burden of proof, roles of the Board, Commission and Attorney General's Office, types of disciplinary actions (i.e., regulatory violation letters, order to show cause and complaints filed with the Nevada Gaming Commission pursuant to NRS 463.310) and evidentiary standard ("any evidence" standard per Regulation 7.160(2), <i>Nevada Gaming Comm'n v. Consolidated Casino Corp.</i> , 94 Nev. 139, 141, 575 P.2d 1337(1978)).	
5. Participate where possible in the disciplinary process, including settlement discussions and evidentiary hearings where settlements cannot be reached (i.e., answering complaints, discovery, motions and hearing before the Nevada Gaming Commission).	
6. Attend a Nevada Gaming Control Board and/or Nevada Gaming Commission hearing.	
7. Review and discuss gaming taxation (gross gaming revenue and live entertainment taxes), claims for refund vs. petitions for redetermination, settlements and evidentiary hearings, as well as understand the ramification of NRS 463.270(8) regarding involuntary surrender of gaming license for failure to renew by paying gaming fees and taxes in timely manner.	
8. Participate in drafting memorandums of points and authorities pursuant to Regulation 6.170 and 6.180.	
9. Review, discuss and participate where possible in miscellaneous matters, including patron dispute process, work card appeals, new games vs. modifications, regulation adoption/amendment process, compliance programs and List of Excluded Person, aka "Blackbook."	
5q. Pro Bono Work	
1. Participate in an Ask-A-Lawyer program. (Recommended)	
2. Attend a CLE program sponsored by a legal aid office or pro bono program and accept a case or Ask-A-Lawyer shift.	
3. Take a tour of your local legal aid office to discover free legal resources for low income Nevadans in your community. Ask about pro bono options.	
4. Attend a pro bono event (a Celebrate Pro Bono Week event, a pro bono reception, a pro bono luncheon).	
5. Co-counsel a pro bono case.	
6. Accept a pro bono case.	
7. Participate in a clinic assisting low income clients.	
8. Attend a pro bono support lunch where pro bono attorneys discuss their pro bono cases.	
9. Author an article for publication on pro bono service.	
10. Volunteer for a pro bono project with the Access to Justice Commission.	
11. Recruit lawyers in the community to perform pro bono work.	
12. Volunteer for a pro bono project with a legal aid or pro bono organization in your community.	
13. Prepare brochures/materials/pamphlets for a legal aid or pro bono organization.	
5r. State or Government Practice	
1. Discuss confidentiality policies in government offices.	
2. Discuss managing a caseload as a new attorney.	
3. Discuss ethical duties in the government setting.	
4. Review procedures regarding documentation of work and use of case management systems within an organization.	
5. Discuss the heightened ethical duties of a prosecutor.	
6. Discuss internal policies related to:	
• Contact with the media	
• Social Media	
• Reporting obligations	

