



Lawyer Mentoring Program Mentor Application

Yes! I want to serve as a mentor for the Wyoming State Bar Lawyer Mentoring Program!

Name _____

Attorney Number _____ Year of Admission to Wyoming State Bar _____

Address _____

City/State/Zip _____

Business Phone _____

E-mail _____

List your area(s) of practice/expertise:

I am interested in mentoring ...(check all that apply):

- a lawyer interested in my area of practice
- a lawyer in my city/county
- ANY lawyer needing a mentor
- Other criteria (please specify): _____

Fax or mail completed application to contact information below.

P.O. Box 109, Cheyenne, WY 82003 • (307) 632-9061 • Fax: (307) 632-3737

Lawyer Mentoring Program

Mentor Responsibilities

1. Contact the protégée as soon as practicable after receipt of assignment and arrange to meet at the mentor's office to get acquainted.
2. Introduce the protégée to other lawyers in the community through attendance at Bar meetings or other functions.
3. Meet with the protégée at least one (1) hour per quarter. The meeting should be in person, but may be by phone. The following topics should be discussed:
 - a.) Ethics and professionalism
 - b.) Relationships with clients, other lawyers, the judiciary and the public; including unrepresented parties
 - c.) Professional work habits, organizational skills and practice management:
 - i) How to screen for, recognize and avoid conflicts of interest
 - ii) How to talk about and set fees for legal services; the use of retainer letters and how to define scope of representation
 - iii) How to deal with a "difficult" client
 - iv) How to maintain good client relations and how to keep the client well informed; discuss DO's and DON'T's.
 - d.) Economics of practicing law in the relevant practice setting
 - e.) Civic responsibility and opportunities for pro bono work, bar activities and community service
 - f.) Discuss any questions or areas of concern raised by the protégée
4. Be available by phone or e-mail to respond to questions raised by the protégée. The mentor should respond to questions within 48 hours of receipt.
5. Suggest work-related events (hearings, depositions, etc.) which may be beneficial to the protégée.
6. Be aware of appropriate CLE opportunities and bring them to the attention of the protégée. If possible, try to attend a CLE with the protégée.
7. Notify local judges about your mentor/protégée relationship. Be willing to address any issues raised by a judge regarding the protégée.