



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

**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). Please note that you cannot use the CLEs taken to satisfy the first-year CLE requirement towards the mentorship requirement.

The approved activities are broken into the following four categories, each of which has a limit as to the maximum number of hours an attorney can claim for that 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

Note that certain activities may fit into more than one category. For example, taking on a pro bono matter could be used towards the Access to Justice category, the category pertaining to the particular type of matter (litigation, transactional law, etc.), or both (so long as you do not double-count actual hours spent).

Please enter the hours and date you engaged in the 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. Meeting of a Section of the Vermont Bar Association.	_____	_____
4. An Inns of Court Meeting.	_____	_____
5. Any bar-related meeting that focuses 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 (as opposed representing a party).*
- *This category 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.*

### **1. Civil Litigation**

- |   |       |       |
|---|-------|-------|
| 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<br>and deemed appropriate for a new attorney by your supervising<br>judge or attorney. | _____ | _____ |

### **2. Family Law**

- |  |       |       |
|--|-------|-------|
| 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<br>and deemed appropriate for a new attorney by your supervising<br>judge or attorney. | _____ | _____ |

### **3. Criminal Law**

- |  |       |       |
|--|-------|-------|
| a. A criminal trial.   | _____ | _____ |
| b. An arraignment.   | _____ | _____ |
| 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<br>on plea negotiations and strategies.  | _____ | _____ |
| g. Any other event related to a matter pending in the Criminal<br>Division and deemed appropriate for a new attorney by your<br>supervising judge or attorney. | _____ | _____ |

### **4. Probate**

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|---|-------|-------|
| a. A guardianship proceeding.   | _____ | _____ |
| b. A contested probate hearing.   | _____ | _____ |
| c. A contested hearing in the Probate Division.   | _____ | _____ |
| d. Any other event related to a matter pending in the Probate<br>Division and deemed appropriate for a new attorney by your<br>supervising judge or attorney. | _____ | _____ |

### **5. Environmental Law**

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

**6. Administrative Law**

- a. A hearing before any Vermont administrative agency.
- 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.

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**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 or mediation.
- 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.

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**CATEGORY III – TRANSACTIONAL LAW ACTIVITIES**

- *No more than 20 hours may count towards the 40-hour minimum.*
- *No credit for a matter which involves the attorney's own affairs.*

**1. Real Estate**

- a. Conduct a title search.
- b. Draft a purchase & sale agreement, deed, or any other document in connection with the purchase and sale of real property.
- c. Prepare a Property Transfer Tax Return or any other Vermont property transfer tax documents.
- d. Draft a lease agreement.

_____	_____
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**2. Corporate**

- a. Draft and file articles of incorporation, articles of organization, or other similar documents for the formation of a new entity.
- b. Draft the bylaws, operating agreement, partnership agreement, or other organizational agreement for an entity.
- c. Draft a written consent/resolutions for adoption by the board of directors, shareholders, members, managers, or partners of an entity.

_____	_____
_____	_____
_____	_____

**3. Commercial Finance**

- a. Draft a loan agreement, promissory note, mortgage, security agreement, guaranty, or any other documents in connection with a loan agreement. \_\_\_\_\_
- b. Perform a UCC search. \_\_\_\_\_
- c. Attend a loan closing. \_\_\_\_\_

**4. Mergers & Acquisitions**

- a. Draft an asset purchase agreement or a stock/equity purchase agreement. \_\_\_\_\_
- b. Assist in due diligence review and prepare/review disclosure schedules. \_\_\_\_\_
- c. Draft any other documents in connection with a M&A transaction. \_\_\_\_\_
- d. Attend an M&A closing. \_\_\_\_\_

**5. Trusts & Estates**

- a. Draft a will. \_\_\_\_\_
- b. Draft a trust agreement. \_\_\_\_\_
- c. Prepare a Power of Attorney form and review it with the client. \_\_\_\_\_
- d. Draft any other estate planning documents, such as an enhanced life estate deed. \_\_\_\_\_

**6. Other Transaction-Related Matters**

- a. 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.*

- 1. Attend a continuing legal education seminar on access to justice issues. \_\_\_\_\_
- 2. Accept a low bono or pro bono appointment. \_\_\_\_\_
- 3. Volunteer at Legal Services Vermont. \_\_\_\_\_
- 4. Participate in a free legal clinic. \_\_\_\_\_
- 5. 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