Mentor Advice Program Guidelines:

1. Mentors are encouraged to make initial contact with Advisees within two weeks of being notified, and to set up an initial meeting within 4 weeks of being notified.

2. Mentors are encouraged to meet once a month with Advisee and to be available as needed for email contact.

3. At their initial meeting, Mentor and Advisee shall discuss:
   a. Attorney Mentoring Program Participation Agreement
   b. Boundaries of the relationship
   c. Avoiding potential conflicts of interest
   d. Preferred means of communication
   e. Expectations of the relationship
   f. Advisee’s goals
   g. Ethical guidelines.
   h. Plans for next meeting

4. Each mentoring pair should develop a plan that best suits their specific professional relationship, respective work schedules, and goals for the program.

5. Mentors are encouraged to introduce their Advisee to other attorneys.

6. The role of the Mentor is to provide ethical, professional, and practical guidance.

7. The Advisee shall not expect the Mentor to provide employment assistance.

8. The Advisee shall not ask the Mentor for case specific advice nor divulge the name of their clients.

9. Discussions between the Mentor and Advisee should be confidential unless express permission is granted to share information with a third party.