



Colorado Attorney Mentoring Program (CAMP) Rules & Policies

Pursuant to Rule 255 Colorado Rules of Civil Procedure

REVISED December 12, 2019

I. Preamble:

- a. It is recognized that, to implement and sustain a successful and valuable mentoring program, there must be a unified effort among the bench and bar to promote and be involved in the program. The continued success of this program depends upon the participation of members of the profession to advance the shared goals set forth in the Objectives.

II. Objectives

- a. The objectives of the Program can be viewed broadly as promoting pride in the profession; excellence in service; and strong relationships with the bar, clients, and the public, through teaching (1) the core values and ideals of the legal profession and (2) the best practices for meeting those ideals. More specifically, the objectives are:
 - i. Promote excellence in the practice of law.
 - ii. Promote professionalism and collegiality among members of the bar through exercise of ethical and civil behavior.
 - iii. Promote inclusion and involvement of attorneys in the Colorado legal community by networking and developing mentor relationships.
 - iv. Promote high standards for client representation through early instruction regarding competency and the exercise of sound and reasoned judgment.
 - v. Promote high standards for client representation through early instruction about best practices, including law office management and legal customs learned from practical experience.
 - vi. Promote public service as an indispensable component of professionalism, and instill pride in the profession and the role lawyers have played and continue to play in shaping and preserving our nation's values.
 - vii. Promote professional development for both mentors and mentees to include the need for inclusiveness and diversity in the profession, the need for a healthy and balanced lifestyle, and the need for the development of a professional identity.
 - viii. Raise the consciousness and sensitivity of the members of the bar to the importance and the role of effective mentoring in promoting the above values and best practices.
- b. While the Program has components that include group activities, an emphasis is placed on the one-on-one professional relationship between the trained lawyer and the Mentee because this is one of the best ways to pass on the values, ideals, and best practices of the profession.

- c. This program is structured intentionally allow decentralization, so that individual groups and organizations, with designated facilitators, can carry out the program on a local level in a manner that fits the needs of the attorneys they serve. Furthermore, it is hoped that by encouraging the development of “grassroots” efforts to conduct mentoring programs, mentees will achieve more successful integration with their organization, local bar, or geographic region.

III. Definitions:

- a. Mentee: Licensed Colorado lawyer or law student working toward Colorado licensure, as further defined in Part IV.
- b. Mentor: Experienced lawyer appointed to serve as a mentor, as further defined in Part V.
- c. Colorado Attorney Mentoring Program: This set of guidelines governing the development and implementation of Mentoring Programs, through which participants may obtain CLE credit.
- d. Partner Organization: Entity which has developed an approved Mentoring Program, as described in Part X.
- e. Mentoring Program: The program developed by the Partner Organization to implement the Colorado Attorney Mentoring Program, as described in Part X.
- f. Mentoring Plan: The individual plan which the Mentee-Mentor pair will complete in accordance with CAMP or a Partner Organization’s Mentoring Program, as described in Part X.
- g. Facilitator: A volunteer within the Partner Organization who will serve as the liaison between the Partner Organization and the CAMP Director, as described in Part X.f.ii.
- h. CAMP Director: Employee of the Supreme Court who will conduct the administrative tasks of the Colorado Attorney Mentoring Program, pursuant to Rule 255 C.R.C.P. and as described in Part XII.
- i. Supreme Court Advisory Committee: Pursuant to C.R.C.P. 251.34(b)(3), CAMP and its director shall be under the supervision of the Supreme Court Advisory Committee (“Advisory Committee”).

IV. Mentee Applicants

- a. Who may participate
 - i. Licensed, active Colorado lawyers, who are either practicing or are intending to practice law in Colorado. Preference will be given to lawyers, who are within their first three years following admission to practice law in Colorado.
 - ii. Law school graduates working toward or awaiting license to practice law in Colorado.
 - iii. A lawyer serving as a judicial law clerk is not precluded from participating in a Mentoring Program while a judicial law clerk, although due to ethical restrictions, the law clerk’s Mentor must be a judge on the same court as the law clerk’s judge.
 - iv. Lawyers or law students not otherwise within the parameters above may be admitted to a mentoring program with permission of the participating organization and of the CAMP Director.
- b. Registration
 - i. To enroll, a Mentee must submit a registration form to the organization through which the lawyer wishes complete the Program. If registering through a CAMP Partner

Organization, the Mentee must refer to the Partner Organization's deadlines and guidelines to ensure that the program's registration requirements are met.

V. Mentors - Experienced Colorado lawyers

- a. Qualifications
 - i. Colorado attorney or judge, with an active license, in good standing, and engaged in the practice of law; or retired Colorado attorney or judge, who retired from the practice in good standing.
 - ii. Admitted to practice law in Colorado for not less than five years.
 - iii. No suspensions or disbarments from the practice of law from any jurisdiction, nor surrender of license to practice law for purpose of disposing of pending disciplinary proceeding in any jurisdiction.
 - iv. No sanction by a governing authority in the five years preceding application as a Mentor.
 - v. No formal disciplinary complaint pending before Attorney Regulation pursuant to C.R.C.P. 251.12, or current participation in a diversion program pursuant to C.R.C.P. 251.13. An attorney is not disqualified from serving as a Mentor if an investigation was conducted or if there was previous successful completion of participation in a diversion program, and no formal complaint was filed.

VI. CLE Credit for Participation

- a. Mentors and Mentees who satisfactorily complete a CAMP Model Mentoring Plan, a Partner Organization Mentoring Plan, or a CAMP Director approved Self-Designed Mentoring Plan will receive 9 CLE credits, 2 of which will count toward the ethics requirement of C.R.C.P. 260.2.
- b. The Mentee or Mentor who fails to complete an approved Mentoring Plan will not receive the CLE credit otherwise awarded.
- c. Mentees may participate only once in the Program for CLE credit.
- d. Mentors may participate in this Program—one mentor relationship at a time—as often as they wish, but may receive the available credit only once per compliance period.
- e. The award of CLE credits will apply to the compliance period in which the Program is completed.
- f. Mentors and mentees who participate together in pro bono representation during or as a part of this program may not also receive CLE credit under C.R.C.P. 260.8 for that representation.

VII. Mentor Appointment

- a. To serve as a Mentor, an attorney must complete a Mentor Application and submit it to the CAMP Director, who screens the attorney for the qualifications set forth in these rules, and forwards the attorney's name to the Colorado Supreme Court for appointment consideration.
- b. The Colorado Supreme Court will review the names forwarded by the CAMP Director, and, if the qualifications are met, will appoint the Mentor for a five-year term, to begin on the date of appointment.
- c. Appointment as a Mentor is valid for five years. After five years, the attorney must resubmit an updated Mentor Application to participate again in the program.

- d. The appointed Mentor has a duty to notify the CAMP Director of any change which affects the attorney's qualifications to serve as a Mentor as set forth in Part V.a. Upon review of the changed circumstances, if the CAMP Director believes that the appointment should be terminated, the Director shall recommend to the Colorado Supreme Court that it terminate the appointment. After reviewing the CAMP Director's recommendation, the Supreme Court may terminate the appointment.

VIII. Matching of Mentors and Mentees

- a. A Mentee who has independently identified a willing mentor simply need identify the mentor on the registration form, and whether the mentor has received an appointment as a Mentor or is in the process of doing so.
- b. A Mentee who has not identified a willing mentor may request assistance in finding a suitable mentor match from the organization through which they wish to participate in the Program. It is within the organization's discretion how best to facilitate the matching.

IX. Limitations to the Mentoring Relationship where the Attorneys are Not Within the Same Firm or Office

- a. The mentoring relationship is a professional relationship, and must be limited to the extent that client confidences are not shared when inappropriate to do so.
- b. The mentoring relationship is not intended to constitute the provision of legal or professional advice to the Mentee or his or her clients.
- c. The mentoring relationship does not create a confidential relationship between the mentor and mentee.
- d. The Mentor does not assume liability or responsibility regarding any legal matter of the Mentee's clients.

X. Administration and implementation of Mentoring Program and Mentoring Plan through Partner Organizations

- a. Participating Organizations are the vital component to implementing this Colorado Attorney Mentoring Program. It is through these ground level organizations that a Mentor and Mentee will obtain the greatest value from the program because their needs and interests can be tailored in a way not possible through a centralized program operated exclusively by the Supreme Court. The ground level organization knows its community, and is in the best position to successfully carry out the tasks associated with a Mentoring Program, e.g. matching mentors with Mentees, promotion of the program, developing useful programming, and resolving problems.
- b. Organizations which may administer a preapproved CAMP Program:
 - i. Law firms & Legal Departments & Law Offices
 - ii. Law schools (e.g., for alumni)
 - iii. Bar groups and other lawyer organizations (to include Inns of Court)
 - iv. Federal, state, county, and local government agencies
 - v. Federal and state courts in Colorado
- c. To administer a Mentoring Program through which Mentors and Mentees may obtain CLE credit, an organization must develop and submit its Mentoring Program plan for preapproval by

the CAMP Director. The organization's program plan must meet the minimum requirements set forth below.

- d. Following preapproval, a Partner Organization's Mentoring Program shall remain qualified under this Colorado Attorney Mentoring Program for 5 years. To remain qualified without interruption, the Partner Organization must resubmit its Mentoring Program plan and be reapproved prior to the completion of the fifth year. The Partner Organization must report to the CAMP Director any substantial, material changes affecting the Organization's ability to implement its Mentoring Program, at which time the CAMP Director will consider whether the Organization should no longer be a Partner Organization.
- e. The Partner Organization need not limit its program to members or lawyers otherwise affiliated with the organization. The Partner Organization should not charge a specific fee for participation in the program.
- f. Minimum Requirements for preapproval of an organization's Mentoring Program
 - i. Conduct the program at least once every two years.
 - ii. Designate a volunteer Facilitator to serve as the liaison between the organization and the CAMP Director, to communicate with and submit all documentation to the CAMP Director as necessary. Provide the CAMP Director, and update when necessary, current contact information for the Facilitator.
 1. It is suggested, but not required, that the Facilitator serve as the primary person to implement the organization's program. The organization may find that a committee run by the Facilitator is necessary to implement the Program.
 - iii. The organization's Mentoring Program must include provisions to:
 1. Collect Mentee registrations.
 2. Facilitate matching of appointed Mentors with Mentees.
 3. Ensure that prospective Mentors not previously appointed timely submit applications to the CAMP Director.
 4. Organize orientation for Mentors and Mentees, and other organized activities the organization may wish to implement as a part of its Mentoring Program. A group orientation is preferred where possible.
 5. Collect documentation where required.
 6. Where extenuating circumstances prevent either lawyer from completing the program, or if the mentoring relationship is not working, carry out the procedures for reassignment of Mentors and Mentees which are set forth in the organization's preapproved Program. In the event that a mentoring pair does not complete the mentoring term and the Mentee cannot be matched with a new Mentor to complete the term, the Facilitator may, in appropriate circumstances, sign off on a Certificate of Partial Completion and recommend to the CAMP Director that the Mentor or Mentee be approved for the appropriate number of CLE credits.
 7. Maintain a record of participants and program completion dates for three years.
 - iv. Content:

1. Orientation: The orientation must take place within the first month of the mentoring term.
2. Mentoring Plan: The organization must develop a Mentoring Plan Template from which each mentor pair can construct a customized Mentoring Plan which provides the topics for the required in-person meetings. The Mentoring Plan curricula must cover each of the following listed core subject areas:
 - a. 12-month program
 - i. Initial Planning Meeting
 - ii. Personal and Professional Development, including wellness, work/life balance, and awareness of the importance of an inclusive and diverse profession.
 - iii. The Colorado Bar and Legal Community (may include group activity)
 - iv. History and Importance of the Legal Profession (may include group activity)
 - v. Colorado Rules of Professional Conduct, Professionalism, and Civility
 - vi. Litigation and Transaction Experiences (Colorado courts and procedures)
 - vii. Law Office Management and In-Office Procedures
 - viii. Working With Clients
 - ix. Public Service (may include group activity)
 - v. Mentor and Mentee responsibilities
 1. Attendance at Orientation
 2. Timely submission of signed Mentoring Agreement. It is the Mentee's responsibility to submit the Mentoring Agreement.
 3. Timely submission of signed Certificate of Completion, with attached completed Mentoring Plan. It is the Mentee's responsibility to submit the Certificate.
 4. Completion of the Mentoring Plan during the mentoring term.
 - a. 12-month term: The mentoring pair must meet in person a minimum of 8 times, with a minimum of 20 hours of in-person contact.
 - vi. Proposed term of the program
 1. Program requirements must be completed in one year, but it is encouraged that the relationship continues informally after the term has ended.

2. Sample/suggested timeline:

Deadline T = January 1, first day of the mentoring Term, subtract or add accordingly	Example date	Action required
T – 1.5 months	November 15	Deadline for Mentee to register with the participating organization
T – 1 month	November 30	Deadline for mentor to submit Mentor Application to the Director if mentor not already appointed
T – .5 months	December 15	Deadline for Supreme Court to appoint Mentor
T	January 1	Mentoring term begins
T + 1 month (end of 1st month)	January 31	Deadline for Mentee to submit the Mentoring Agreement to organization
T + 6 months (end of 6th month)	June 30	Deadline for Mentee to submit an interim report to organization regarding progress of program completion (the organization may choose not to include this step)
T +12 months (end of 12th month) or T + 6 months (end of 6th month, for 6-month program)	December 31 June 30	Deadline for Mentee and Mentor to submit Certificates of Completion, with attached completed Mentoring Plan and CLE Affidavit to the Director
T + 13 months (end of 13th month) or T + 7 months (end of 7th month, for 6-month program)	January 31 July 31	Deadline for Director (1) to notify Mentee and Mentor of approval and (2) to transmit CLE Affidavits and Certificates of Completion to Board of CLE

XI. Administration and implementation of the Colorado Attorney Mentoring Program other than through a local Partner Organization

- a. There may be instances in which a Mentee does not wish participate in a Mentoring Program through a local Partner Organization.
- b. In such case, the Mentee will be matched independently in the general Colorado Attorney Mentoring Program.

XII. Role of the CAMP Director, pursuant to Rule 255 C.R.C.P.

- a. Promote the Colorado Attorney Mentoring Program and encourage organizations to develop approved mentoring programs for the benefit of their members and the bar.
- b. Prepare all requisite forms and agreements for administration of this program.
- c. Receive, review, and approve where appropriate organizations' submissions of mentoring programs for preapproval.
- d. Develop mentoring training programs and a mentoring resource center for the lawyers in Colorado.
- e. Receive, review, and approve mentee applications for participation in CAMP.
- f. Receive, screen, and recommend mentor applicants to the Supreme Court for appointment.
- g. Receive, review, approve where appropriate, and transmit to the Board of CLE the Certificates of Completion (and Partial Completion) and CLE Affidavits.
- h. Maintain all records for the program for each Mentee participant and for each Mentor.
- i. Monitoring and measure of the effectiveness of the Program.
- j. Conduct all other tasks necessary to facilitate administration of the Program.
- k. Establish policies and procedures to assure that participants in CAMP shall be protected from any forms of discrimination or harassment;