



MENTORING

CRIMINAL LAWYERS' ASSOCIATION
189 Queen Street East, Suite 1
Toronto, ON M5A 1S2
Tel: 416-214-9875
Fax: 416-968-6818

www.criminallawyers.ca
anthony@criminallawyers.ca

Mentor Application Form

Name:

Address:

City:

Postal Code:

Email:

Year of Call:

Size of Firm/Description of Office Support Available:

Percentage of Practice Dedicated to Criminal Law: _____%

Percentage of Retainers on Legal Aid: _____%

List of Prior/Current Mentoring Experience:

Please include any personal information you feel relevant to the selection process:

continued



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Mentor Application Form *continued*

By applying to the Young Lawyers Mentorship Program I agree to be bound by the following Terms & Conditions:

1. The anticipated time commitment for the mentor/mentee relationship is a minimum of 50 hours over 6 months.
2. The mentor shall receive an honourarium of \$7500 for docketed completion of the minimum time commitment.
3. The mentor will provide in depth substantive mentoring on all aspects of practice including but not limited to: rules of professional conduct and ethics, client and file management, disclosure review, trial/preliminary inquiry/plea preparation and tactics, fees and billing, addressing problems, work-life balance, etc
4. The mentor will engage in a file review of 3 – 5 (minimum) of the mentee's files. The file review will assess all aspects of the file from retainer to reporting letter.
5. The mentor and mentee will review and discuss the Criminal Law Defence Counsel Checklist prepared by the Law Society of Upper Canada.
6. The mentor and mentee will review and discuss the Legal Aid Ontario Billing Manual
7. The mentor and mentee will review and discuss the Rules of Professional Conduct
8. The mentor and mentee agree to report in writing as required on the scope and progress of the mentoring relationship
9. The mentor and mentee will submit a written mentoring plan within two weeks of their initial meeting. This mentoring plan will address the following:
 - a. Determine the Mentee's Goals – opportunity to tailor mentoring relationship to specific identified needs
 - b. Establish Terms of Consultation (frequency (weekly, bi-weekly, etc), location (office, courthouse, etc), method (phone, in person, email, etc))
 - c. Clarify the Mentees Roles and Responsibilities – the mentee is expected to:
 - i. Prepare appropriately for mentoring meetings and follow-up
 - ii. Be receptive to constructive feedback and advice
 - iii. Be respectful of Mentor's time commitments
 - iv. Guard confidentiality of relationship
 - d. Clarify the Mentor's Roles and Responsibilities – the mentor is expected to:
 - i. Clearly identify the nature, scope and parameters of relationship
 - ii. Provide open, honest and constructive feedback and guidance
 - iii. Respect mentee's client/solicitor relationships and guard confidentiality appropriately
 - e. Any other issues that the mentor/mentee decide should be included in the mentoring plan
10. The Criminal Lawyers' Association and the mentor shall have no liability, however arising, from any advice or assistance offered to the mentee.
11. Either party may choose to conclude the relationship on a no fault basis prior to the full term of the mentorship.

Applicant's Signature

Dated at _____ of this _____ day of _____, _____