



MENTORING

CRIMINAL LAWYERS' ASSOCIATION
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Sample Mentoring Plan (20 Weeks of Mentorship)

Week 1

- Meet with mentee
- Review terms and conditions of mentoring program
- Execute Mentoring Relationship Agreement
- Discussion re civility and ethics as well as general practice tips
- Discuss mutual expectations from program

Week 2

- Review LSUC Checklist
- Review resources available to junior lawyers and CLA toolkit provided
- Set out a time line for covering various topics and establishing the needs of the mentee
- Establish an appropriate time for the mentor and mentee to attend a court appearances together

Week 3

- Prior to meeting, mentee should select files for file review and create list of names for mentor to check for potential conflict.
- Meet at mentees office for file review
- Select 4 different case files for review
- Mentor should assess files for organization, retainer agreements, tickler system, billing practises, etc. (Follow up on a weekly basis with Mentee)

Week 4

- Disclosure review on 2 files and develop case strategies
- Discuss outstanding disclosure issues -
- Discuss possible pre-trial motions/voir dices
- Discuss how to prepare the client/witnesses for trial

Week 5

- Select two additional cases and review disclosure to develop case strategies
- Discuss outstanding disclosure issues
- Discuss possible pre-trial motions/voir dices
- Discuss how to prepare the client/witnesses for trial

Week 6

- Strategies for ordering disclosure (what not to order)
- What to do when the Crown refuses to disclose
- Form case strategies for 2 files

Week 7

- Discuss strategies for Crown pretrials and JPTs
- Discuss tips for negotiating
- Discuss how much to tell Crowns/Judges about the weaknesses in the case
- Discuss when to disclose Alibi evidence and other defences that should be disclosed in advance

continued



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Sample Mentoring Plan *continued*

Week 8

- Spotting Charter issues
- Drafting and filing Charter materials
- Mentor and mentee should review mentees Charter materials

Week 9

- Theories of direct and cross-examination
- Develop a cross-examination for an upcoming case

Week 10

- How to deal with expert witnesses
- How to give adequate notice
- How to prepare an Expert to testify
- How to question an expert on their report in advance of the trial
- Dealing with Crown Experts and Centre for Forensic Sciences experts
- Requesting the Expert's Bench notes as part of disclosure
- Review relevant sections of Criminal Code

Week 11

- The social worker side of law
- Reviewing what resources are available for troubled clients
- Reviewing resources for clients with mental health issues and special needs
- Knowing when to refer a client else where (to a more specialized counsel)
- Working with difficult clients, and due diligence (ie. document conversations, follow up letters etc.)

Week 12

- Client management
- How to deal with difficult clients
- How to protect yourself against unwarranted allegations of professional misconduct
- When and how to get off the record

Week 13

- Business management
- Billing strategies and managing cash flow
- Getting clients
- Negotiating a fee
- Getting paid
- Enforcing accounts

Week 14

- Bail hearings dos and don'ts
- Reverse onus bail hearings
- Precedents and case law useful for bail hearings
- YCJA release provisions

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Sample Mentoring Plan *continued*

Week 15

- Tips and theories for Superior Court trials
- Picking a jury
- When to make an opening address
- Closing addresses
- How and when to make objections

Week 16

- Sentencing hearings
- Dealing with Victim Impact Statements and
- Post sentencing follow-up (Parole hearings)

Week 17

- Appeals
- How to protect the record
- Filing deadlines
- Bail pending appeal

Week 18

- Dealing with common ethical problems
- Becoming a witness
- Client perjury
- Conflict
- Coming into possession of real evidence
- Unethical instructions

Week 19

- Work/Life balance
- Getting help when things get out of control
- When to take holidays, how to cover your practice during time away
- Planning for emergencies – Having someone in place who can cover for you in case of emergency

Week 20

- Follow up file review from week 3
- Wrap up any outstanding issues or follow up items