

Future Indigent Defense Leaders

Raising the Criminal Defense Bar in Texas

Mentoring Checklist: Short Form Side One

Part 1. Legal Community		
1.a.	Meet at mentor's office.	
1.b.	Attend bar association meeting.	
1.c.	Meet courthouse personnel.	
1.d.	Discuss training opportunities.	
1.e.	Meet community advocates.	

Part 2. Rules and Standards		
2.a.	Discuss Guidelines Sec. I.	
2.b.	Discuss Creed and Rules of Conduct.	
2.c.	Discuss ethical issues.	
2.d.	Discuss attorney misconduct.	
2.e.	Discuss caseload guidelines.	
2.f.	Discuss client-centered practice.	
2.g.	Discuss local etiquette.	

Part 3. Initial Procedures		
3.a.	Discuss Guidelines Sec. II.	
3.b.	Visit client in jail.	
3.c.	Review competency issues.	
3.d.	Observe client meeting.	
3.e.	Discuss bond options.	
3.f.	Discuss bondsmen.	
3.g.	Observe bond hearing.	
3.h.	Review grand jury packet.	

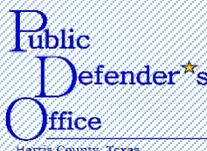
Part 4. Case Preparation		
4.a.	Discuss Guidelines Sec. III.	
4.b.	Review online resources.	
4.c.	Pull file from clerk's office.	
4.d.	Review charges.	
4.e.	Discuss investigators.	
4.f.	Interview witness.	
4.g.	Visit two crime scenes.	
4.h.	Discuss translators.	
4.i.	Discuss expert witnesses.	
4.j.	Review public information request.	
4.k.	Review subpoenas.	

Part 5. Motions Practice		
5.a.	Discuss Guidelines Sec. IV.	
5.b.	Review common motions.	
5.c.	Discuss case reset options.	
5.d.	Assist in pretrial motion hearing.	
5.e.	Assist on motion to suppress.	

Part 6. Plea Negotiations		
6.a.	Discuss Guidelines Sec. V.	
6.b.	Observe plea negotiation.	
6.c.	Observe client plea consultation.	
6.d.	Discuss alternative resolutions.	
6.e.	Discuss probation officers.	
6.f.	Discuss specialty courts.	
6.g.	Discuss collateral consequences.	

Mentee:

Mentor:



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Mentoring Checklist: Short Form Side Two

Part 7. Trial		
7.a.	Discuss Guidelines Sec. VI.	
7.b.	Sit second chair in three trials.	
7.c.	Observe jury selection.	
7.d.	Observe opening statements.	
7.e.	Observe cross examination.	
7.f.	Observe direct examination.	
7.g.	Observe charge conference.	
7.h.	Observe closing argument.	

Part 8. Sentencing		
8.a.	Discuss Guidelines Sec. VII.	
8.b.	Observe PSI hearing.	
8.c.	Observe sentencing hearing.	
8.d.	Review motion to revoke.	
8.e.	Observe revocation hearing.	

Part 9. Post-Trial		
9.a.	Discuss Guidelines Sec. VIII.	
9.b.	Assist on motion for new trial.	
9.c.	Assist on petition for expunction.	

Part 10. Appeals		
10.a.	Discuss Guidelines Sec. IX.	
10.b.	Discuss appellate decision.	
10.c.	Discuss CCA litigation.	

Part 11. Law Office Management		
11.a.	Discuss law office fundamentals.	
11.b.	Discuss mentor's office.	
11.c.	Review client contract.	
11.d.	Discuss research services.	
11.e.	Discuss PDO structure.	
11.f.	Discuss MAC structure.	
11.g.	Discuss PDO administration.	
11.h.	Discuss private office administration.	

Part 12. Appointment Process		
12.a.	Discuss appointment lists.	
12.b.	Observe voucher submission.	
12.c.	Observe time reporting.	

