

Committee for Public Counsel Services Children and Family Law Division

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Boston, Massachusetts 02108
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CAFL APPELLATE MENTOR PROGRAM REQUIREMENTS

1. Attorneys are provisionally certified to take CAFL appellate assignments after completing the CAFL appellate certification requirements. The CAFL Division will assign each provisionally-certified attorney a mentor, and the provisionally-certified attorney (“mentee”) must work with the assigned appellate mentor. All mentees must comply with the requirements of the mentor program set forth below. The CAFL Director of Appellate Panel may remove the provisional certification of any mentee who fails to comply with these requirements.
2. The mentee shall have an initial in-person meeting with the mentor not later than three (3) days after receipt of the first appellate assignment from CAFL. Preferably, such meetings will take place immediately after the mentee is assigned to the mentor.
3. For each appellate assignment, the mentee must:
 - (a) notify the mentor within three (3) days of receipt of the assignment from CAFL.
 - (b) provide the mentor with a full set of transcripts, exhibits and pleadings for all assignments, unless the mentor specifies otherwise.
 - (c) meet with the mentor within fourteen (14) days of receipt of transcripts, or earlier if the mentor so requires, in order to identify appellate issues and research strategy. The mentor may elect to have this discussion by phone.
 - (d) notify the mentor immediately of the date of record assembly and docketing and deadlines for briefing.
 - (d) consult on an ongoing basis with the mentor regarding the issues to be researched and briefed.
 - (e) provide the mentor with:
 - (i) an outline of an appellant brief not later than thirty (30) days prior to the filing deadline, and an outline of an appellee brief not later than twenty (20) days prior to the filing deadline.

- (ii) an initial complete draft of the brief not later than fourteen (14) days prior to the filing deadline, with subsequent drafts of the brief at the schedule established by the mentor, and with the final draft not later than three (3) business days prior to the filing deadline.
 - (iii) an initial draft of a reply brief or application for further appellate review not later than seven (7) days prior to the filing deadline, with subsequent drafts at the schedule established by the mentor, and with the final draft not later than two (2) business days prior to the filing deadline.
 - (iv) drafts of other trial and appellate pleadings at the schedule established by the mentor.
- (f) notify the mentor immediately of the date for oral argument.
- (g) notify the mentor immediately of dismissal of an appeal, settlement, decision by an appellate court, and any other “final” action in an appeal.
- 4. The mentee must also comply with all reasonable requirements of the mentor regarding the provision of transcripts, record appendix materials, drafts of briefs/motions, and other matters. Mentors are not expected to review briefs, applications and other pleadings on the eve of the filing deadline. The mentor may edit drafts of any brief, application or other pleading prior to submission. The mentor must authorize the filing of the final copy of each red or blue brief.
- 5. The mentor will conduct a moot court of the mentee’s oral arguments for at least the first appellee and appellant assignments. The mentee must provide the mentor and any other moot court participants with all briefs in a timely fashion prior to the moot court.
- 6. The mentor will attend the mentee’s oral argument for at least the first appellee and appellant assignments, and may attend other arguments. If the mentor cannot attend an argument, the mentor will ensure that another mentor or CAFL staff is able to attend. The mentee will meet with the mentor in a timely fashion after oral argument to discuss the necessity of post-argument letters and to evaluate performance.
- 7. The mentor will fill out an evaluation form for each of the mentee’s briefs/arguments and send it to the mentee and the CAFL Director of Appellate Panel.
- 8. At any time during the mentor program, the CAFL Director of Appellate Panel may (a) determine not to assign the mentee any further appellate assignments, (b) remove the mentee’s provisional certification to take CAFL appeals, and/or (c) remove one or more assignments from the mentee and re-assign them to other appellate attorneys.
- 9. Mentorship will last through the completion of *at least* two appeals (fully briefed and argued). Mentorship will not conclude until the CAFL Director of Appellate Panel

determines, after consultation with the mentor, that the mentee is prepared to graduate from the mentor program and be fully certified.

10. The CAFL Director of Appellate Panel may require that a fully-certified attorney work with a mentor for one or more assignments. That attorney shall comply with, and be bound by, all requirements set forth herein, unless the CAFL Director of Appellate Panel, after consultation with the mentor, determines that the requirements should be modified.
11. The CAFL Director of Appellate Panel may assign a mentor to work with a fully-certified attorney at the request of that attorney on a particular appeal. In such cases, the attorney and mentor may jointly determine the terms of the mentorship.

Please direct any questions regarding the above requirements to Andrew Cohen, CAFL Director of Appellate Panel, at (617) 910-5736 or CAFL Staff Counsel, Ann Narris, at (617) 910-5746.