Mentor: Date:

**MENTEE UPDATES**

**For each of your mentees, please answer the following questions**

**Mentee:**

Open cases (client name, appellant/appellee, and case status):

1.

2.

3.

4.

Performance:

1. Is mentee maintaining the kind of contact you have requested (for example, sending you transcripts, findings, drafts, etc. on a timely basis, and maintaining good overall communication)?
2. Is mentee addressing and effectuating your feedback (for example, are they looking into issues you suggest, fixing obvious Rule-based problems in the brief, making improvements in their writing, etc.)?
3. Do you or the mentee have any scheduling, conflict, or other issues CAFL administration should know about?
4. Does this mentor-mentee match seem to be a good fit generally?
5. Is mentee ready to graduate from the mentorship program? If so, please include a mentee graduation form.

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***If you have more than four mentees, cut and paste the questions onto a new page within this same document (and feel free to delete pages if you have fewer mentees.)***

**MENTOR UPDATES**

1. Are you seeking one or more new mentees?

2. Do you have any other concerns about your mentees or the mentor program?

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Mentor signature Date