



**Contra Costa County
Bar Association**

Judicial Mentoring Program



I. GENERAL OVERVIEW

This program was established to provide attorneys contemplating a career on the bench with a structured method of obtaining guidance about how to reach that goal. Experienced judges will be able to provide valuable feedback and assistance to potential judicial candidates to help them hone the necessary skills for a judicial career.

The Judicial Mentoring Project's goals are:

- To promote diversity on the bench to reflect our community
- To facilitate attorneys with diverse backgrounds in pursuing a judicial appointment
- To increase the diversity of the judicial applicant pool

Qualifications

Mentors must be active or retired judges who have agreed to mentor one or more attorneys for a period of 12 months.

All mentees must:

- Be a current CCCBA member
- Have at least 5 years experience as a licensed attorney in California.
- Be considering applying for a judgeship in the future

The following would also be helpful:

- A demonstrated commitment to our community evidenced by civic activities;
- A commitment to public service



II. FREQUENTLY ASKED QUESTIONS

Q. How do I become a Mentor or Mentee?

A. Complete the respective statement of interest form available online at www.cccbba.org, or by contacting Theresa Hurley at thurley@cccba.org.

Q. Are there special requirements for Mentors?

A. Mentors must be committed to increasing the diversity of the bench and willing to devote a minimum of four hours to the Mentee during a 12 month period.

Q. Are there any special requirements for Mentees?

A. Each Mentee must be a member of the CCCBA, have at least 5 years experience as a licensed attorney in California and be considering applying for a judgeship in the future.

Q. How are Mentees paired with Mentors?

A. Mentors will be paired with Mentees by the Bench/Bar Diversity Committee. Pairing considerations will include the Mentor's areas of previous legal practice and current department assignment, taking into account expressed preferences.

Q. What is the time commitment of the Mentor/Mentee relationship?

A. Mentors are required to meet with their Mentees, at a minimum, for four hours during the 12 month period. The Mentor and Mentee may choose to meet more often.

Q. Will there be support for Mentors?

A. Yes. Members of the committee will provide assistance and information to the Mentors.

Q. What are some of the benefits of being a mentee?

- A.
 - Encouragement, support, and affirmation of their decision to seek a position on the bench;
 - The opportunity to explore new ideas and alternatives in attaining that goal;
 - Contacts with new individuals and groups that can aid them in their career goals;
 - Information about the informal relationship or politics within the professional community;
 - Help in challenging them to achieve their goals and the confidence to try.

Q. How does a mentor benefit from participating in this program?

- A.
 - Through the satisfaction of promoting efforts to increase diversity on our bench.
 - Giving back to the legal community
 - Helping to support lawyers in the pursuit of their goals.



III. GUIDELINES FOR MENTORS

The Mentor must share with the Mentee the specific skills and knowledge necessary for successful job performance on the bench. The method by which this knowledge is conveyed will vary with each individual Mentor. However, please keep in mind that you will become a role-model for your Mentee and you will have an impact on your Mentee's behavior. Open lines of communication and confidentiality are essential to a successful Mentor/Mentee relationship.

On a more practical level, a mentor should keep in mind the following:

1. **Be Prepared:** Read the Mentor section of this handbook;
2. **Time Commitment:** At a minimum, the Mentor should meet with each Mentee for at least four hours per year;
3. **Set the Specifics:** Let your mentee know the best time and way to reach you (i.e. e-mail or phone);
4. **Areas of Discussion:** Mentors should assist the Mentee with general issues related to applying for a position on the bench. An emphasis should be placed on ethics and professionalism questions, the value of reputations, and situational advice about how to be successful.



IV. GUIDELINES FOR MENTEES

1. **Be Prepared:** Identify personal goals for the mentoring relationship and how your Mentor can help you.
2. **Be Considerate:** Be mindful of your Mentor's schedule. Be on time for your meetings.
3. **Set the Specifics:** Establishing guidelines in the beginning will be helpful to both the busy Mentor and to the busy Mentee (e.g., scheduling meeting times by phone only, email to be used for "quick" questions, in person meetings during lunch time or after 6 pm). If you are easier to reach at certain times, let your Mentor know.
4. **Discussion:** Mentees should initiate discussions regarding general issues related to applying for a position on the bench or to running for election to the bench. Pay particular attention to ethics and professionalism questions, the value of reputations, and situational advice about how to be successful. Be clear about what you want from your Mentor. Ask for the specific type of support that you want.
5. **Keep it Professional:** Remember that you have a professional relationship with your Mentor. A Mentor is a counselor, not a best friend.
6. **Keep it Confidential:** Discussions between Mentors and Mentees must remain confidential. This will ensure that Mentors feel comfortable candidly discussing various aspects of and issues related to applying for judgeship and vice versa.

ACKNOWLEDGMENTS

Thank you to those individuals who assisted with updating the Contra Costa Judicial Mentoring Program in 2015. They are: Members of the Contra Costa Superior Court Bench/Bar Diversity Committee, Honorable **Diana Becton** and Honorable **Judy Johnson**; Contra Costa County Bar Association Members **Robin Pearson Esq.**, **Richard Frankel Esq.**, **Mona Aghazadeh-Sanaei Esq.**, **Aron DeFerrari Esq.**, **Summer Selleck Esq.**, **Matthew Talbot Esq.**, and **Theresa Hurley**, Executive Director.

Many others contributed to the success of the original Contra Costa Judicial Mentoring Program in 2008 and we acknowledge and thank them:

Co-Chairs of the Contra Costa Superior Court Bench/Bar Diversity Committee, Honorable **Barbara Zúñiga** and Honorable **Diana Becton**, along with Honorable **Barry Goode**, Honorable **Lewis Davis**, Honorable **Steve Austin**, and Honorable **Susan Fenstermacher**; Contra Costa Bar Association members **Robin Pearson Esq.**, President, and **Joscelyn Jones Esq.**; and **Lisa Reep**, former Executive Director.

We owe enormous gratitude to the Alameda County Bar Association's East Bay Diversity Bar Coalition for their generosity in allowing us to use their award winning Judicial Mentoring Project for the basis of this program and for portions of this handbook; and Ann Wassam, former ACBA Executive Director.



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Contra Costa County Bar Association

JUDICIAL MENTORING PROGRAM

Mentor Statement of Interest

Name: _____ Department _____

Address: _____

Telephone: () _____ Fax: () _____

E-mail: _____

I prefer to be contacted via: phone; fax; e-mail; no preference

I am interested in participating in the Judicial Mentoring Project by:

Becoming a Mentor. I agree to work with at least two Mentees in the next twelve months and commit to spend at least four hours with each Mentee.

Participating in a future session on becoming a judge

Before taking the bench, I practiced in the following substantive areas:

Criminal Law; Civil Law; Family Law; Other

(Please describe your practice briefly) _____

Please send your application to Theresa Hurley at thurley@cccba.org.



Contra Costa County Bar Association

It is the policy of the CCCBA that users (i.e., staff, Committee representatives, and volunteers) shall respect and preserve the privacy, confidentiality and security of the information included in this application.

JUDICIAL MENTORING PROGRAM

Mentee Statement of Interest

Full Name: _____

Address: _____

Telephone: () _____

Fax: () _____

Email: _____

I prefer to be contacted via:

phone; fax; email; no preference

Please rank the following characteristics of a potential mentor according to their importance to you with #1 being most important. Rate only those that are important to you.

Previous Legal Experience

Location of Mentor

Previous Legal Experience

Same Gender

Mentor's Other Involvements

Other (please explain):

1. I request a Mentor who is assigned to a:

- | | |
|--|---|
| <input type="checkbox"/> No preference | <input type="checkbox"/> Juvenile Department |
| <input type="checkbox"/> Criminal Department | <input type="checkbox"/> Civil Department |
| <input type="checkbox"/> Probate Department | <input type="checkbox"/> Family Law Department |
| <input type="checkbox"/> Law & Motion Department | <input type="checkbox"/> Traffic Department |
| <input type="checkbox"/> Federal court | <input type="checkbox"/> Other (please explain) |

2. I request a Mentor who is located in:

- West Contra Costa County** (including El Cerrito, Richmond, San Pablo, Hercules, Pinole, and Rodeo)
- East Contra Costa County** (including Bay Point, Pittsburg, Antioch, Oakley, and Brentwood)
- Central Contra Costa County** (Including Orinda, Lafayette, Pleasant Hill, Walnut Creek, Concord, and Martinez)

3. I request a Mentor who has previous legal experience in the following areas of law (pick no more than 5; number them 1-5 with 1 being most important):

- | | |
|--------------------------------|-----------------------------|
| ___Administrative/Governmental | ___Taxation |
| ___Employment Law | ___Wills/Trusts/Estates |
| ___Personal Injury | ___General Practice |
| ___Real Estate | ___Criminal Law |
| ___Business/Commercial | ___International Practice |
| ___Environmental Law | ___Sports/Entertainment Law |
| ___Family Law | ___Other (please explain) |

Personal background:

4. a. I am a current member of the following organizations that promote diversity _____

b. I currently am or have previously held the following leadership role(s) within the above named bar association (i.e., Officer, Director, Committee Chair):

5. Other Professional Experience (please explain any pro bono activities including pro tem experience that are not included on your resume):

6. Community Participation (please explain any non-legal activities that you regularly participate in that are not included on your resume):

7. Additional information you would like the matching committee to know about you in pairing you with a mentor:

I understand that I must meet the following minimum criteria for participating in this mentoring program:

- I am a current CCCBA member
- I have at least 5 years of legal experience in California
- I plan to apply for judgeship in the future

I certify that I am eligible to participate in this program.

I have attached a copy of my current resume.

Please send your application to Theresa Hurley at thurley@cccba.org.

Date

Signature