

## **Idea Bank Update** **November, 2003**

### **Dear LWI Member:**

The LWI Biennial Conference provides wonderful opportunities for legal writing professionals to share teaching ideas and methods. The Idea Bank serves as one of the most valuable resources available at each conference because it gives legal writing professors access to successful teaching materials such as writing assignments and in-class exercises. We are writing to ask you to consider submitting your successful teaching documents for use by other LWI members. Traditionally, the most helpful documents also include sample answers or "A" papers. **This year we are moving to an online format in order to avoid the paper crush of previous years, and to make the materials more easily accessible at the time when you need them most during the academic year. Also this year we are adding two new categories to make the Idea Bank even more useful: upper level litigation course documents, and legal drafting course documents.**

### **Submission instructions:**

**What is the Idea Bank?** It is an online teaching document resource center, to be accessed by LWI members who gain "admittance" by submitting documents themselves. The documents will be organized according to type. The Idea Bank is also a physical room at the LWI conference where conference attendees will find hard copies of a 1-page cover sheet to the online documents. The Idea Bank will be available online for one year after the start date of the 2004 LWI conference.

### **Who may access Idea Bank?**

**Paper:** Access to the materials will be limited to those who submit documents. This policy exists in order to encourage participation. If you are not attending the conference, but would like to be able to access the online Idea Bank, you may submit a document as per the instructions below (please be sure to submit both an electronic version and mail in cover sheets as well).

**Online:** Anyone who submits a teaching document to the Idea Bank will be able to get a password to access the online materials.

**At LWI:** **Everyone will be able to go through the room and pick up the one page cover sheets.** \*\*\* *Please note* that this is **all** that will be available to those who do not submit documents:

**Special rules for new professors:** New legal writing professors, or those with only one year's experience may request permission to access the Idea Bank even without a submission. In the event that no one at a law school submits a document to the Idea Bank, one person at that law school may ask for special permission to access it.

**How is the Idea Bank protected from the outside world?** The Idea Bank will be password protected, and will only be accessible to Legal Writing professors. **You can feel confident to submit model answers or sample papers.** You will be given a password, and that password will activate on the first day of the LWI Conference. If you have specific questions or concerns, you should address them to Mimi Samuel at [msamuel@seattleu.edu](mailto:msamuel@seattleu.edu)

**What should I submit?** Any legal writing teaching document you have created may be submitted to the Idea Bank. The most valuable documents, of course, are those that may be used for larger writing assignments (i.e. memorandum or brief problems). You should also submit an “answer” to the problem.

### **What are the technical requirements of the document?**

1. **Format:** All documents must be submitted in electronic form, preferably in Microsoft Word format, beginning with the completed cover sheet as the first page of the file (see sample included in this document). Please submit the document as one file rather than several smaller ones. You should email the document either to Sonia Green at [7Green@jmls.edu](mailto:7Green@jmls.edu) or Ruth Anne Robbins at [ruthanne@camden.rutgers.edu](mailto:ruthanne@camden.rutgers.edu). You do not need to email it to both addresses.
2. **File name:** Please use your last name as the first word of the file name. Then the second word should be IdeaBank. For example, an appropriate file name would be "Robbins.IdeaBank.doc" If you would like to submit more than one document, please indicate that by putting a number after your last name on documents beyond the first one (e.g., Robbins2.IdeaBank.doc). If you have any questions about submitting materials, please do not hesitate to contact Mimi Samuel, at [msamuel@seattleu.edu](mailto:msamuel@seattleu.edu)
3. **Deadlines:** The submission deadline is June 15, 2004. We encourage you to submit documents earlier than that to guarantee inclusion. You can submit as early as this very second, or as you prepare a problem for your class

**Why will there still be a room devoted to the Idea Bank?** In order to allow distribution of 1-page cover sheets, Attendees will be able to pick up cover sheets, look them over (e.g., on the plane ride home) and keep them as an index to the online materials. The 1-page limit should drastically decrease the amount of paper that conference participants need to ship or lug home (OK to double side it, that doesn't add bulk). We have included a mandatory cover sheet form; an example that includes color-coding. You must provide **150 copies** of the 1-page cover sheet and those cover sheets must be in Seattle **by July 21, 2004** (the day of the opening reception).

**How should I get the cover sheets to Seattle in time?** You have two options.

1. Bring the documents with you and to the conference Wednesday evening. We will have a designated room at the law school where you can drop these off.
2. Pre-send the documents to the conference hotel (stay tuned for more details).

**Have the color codes changed from the 2002 conference?** We have added two colors for upper level writing course materials.

**Color code for submissions:**

**Brief problems = Blue**

**Exercises (writing/analysis) = Yellow**

**Memo problems = Pink**

**In-class teaching ideas = Green**

**Upper level litigation-based  
course documents = purple**

**Drafting course documents = Orange**

Any questions, please contact us.

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You could also just put a swath of color here ⇨  
(or you can use colored paper)

**Full Letterhead**  
With contact information (including phone and email)

Needs to be highlighted in appropriate color 

**Idea Bank Submission: [Type of submission]**  
**July 2004**

**Course and level**

**Type of Submission:**

**Date Assigned:**

**Any other schools (dates) which have used the problem (if known):**

**Included Documents:**

**If an analytical writing assignment, please provide the following information:**

**Optimal Page Limit:**

**Summary of Problem:**

**Types of Analysis:**

All submissions should contain a paragraph or two explaining the submission

**Tips:**

potential research pitfalls, other general tips, etc.

# Sample Cover Sheet



**Ruth Anne Robbins ♦ Clinical Attorney**  
*Domestic Violence Clinic ♦ Domestic Violence Project*  
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Room 200 ♦ 856.225.6456 ♦ FAX: 856.969.7916 ♦ E-mail: [ruthanne@camden.rutgers.edu](mailto:ruthanne@camden.rutgers.edu)

## **Idea Bank Submission July 2004**

- Course and level:** “Persuasion in Legal Writing” and “Domestic Violence Clinic”  
(two upper level courses)
- Type of Submission:** Upper level writing course teaching idea: teaching students how to think “innovatively” in their analysis (really, just teaching how to avoid making too many factual assumptions).
- Date Assigned:** Fall 2003
- Any other schools which have used the idea (if known):**  
Distributed to approximately 45 clinical professors via email requests. Materials also used at local meeting of legal writing professors and at Philadelphia law firm for associate writing tutorial.
- Included Documents:** Handouts and instructions on use.
- Summary of Problem:** N/A since not a memo or brief writing problem
- Types of Analysis:** This material allows discussion of analyzing both law and facts.  
**Optimal Page Limit** N/A

**Tips:** These materials include some fun in-class exercises. Students tend to enjoy the lesson and for that reason retain more of the material.