



March 11, 2019

**Mailing Address**

Georgetown University  
Law Center  
600 New Jersey Ave.,  
N.W.  
Washington, D.C. 20001

[www.lwionline.org](http://www.lwionline.org)

Dear LWI members,

You are receiving this message because you are listed as a current member of the Legal Writing Institute at this email address. You may also be a member of LWI's Teaching Bank, but being a member of LWI's Teaching Bank is **not** related to this message.

LWI uses its official membership list to send sensitive, members-only information such as election ballots. This one-way email service has traditionally been referred to as LWINET-L and is housed at Indiana University. LWINET-L is different from LRWPROF-L, the two-way listserv we use to post announcements, discuss issues, etc. You may or may not be a member of the listserv. Again, being a member of the LRWPROF-L listserv is **not** related to this message.

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**This message concerns LWINET-L only.**

When we launched the new website, we lost the ability to keep LWINET easily updated. To address this situation, we are switching from LWINET to Mailchimp, another one-way email service that will be linked to LWI memberships as registered through our website.

**Directors**

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Beginning this spring, we will reach out to you every year, with a message like this, prompting you to re-join as an LWI Member. Once you do, you will receive a confirmation email. This process is similar to the one ALWD uses every year to subscribe all new members to its listserv known as DIRCON.

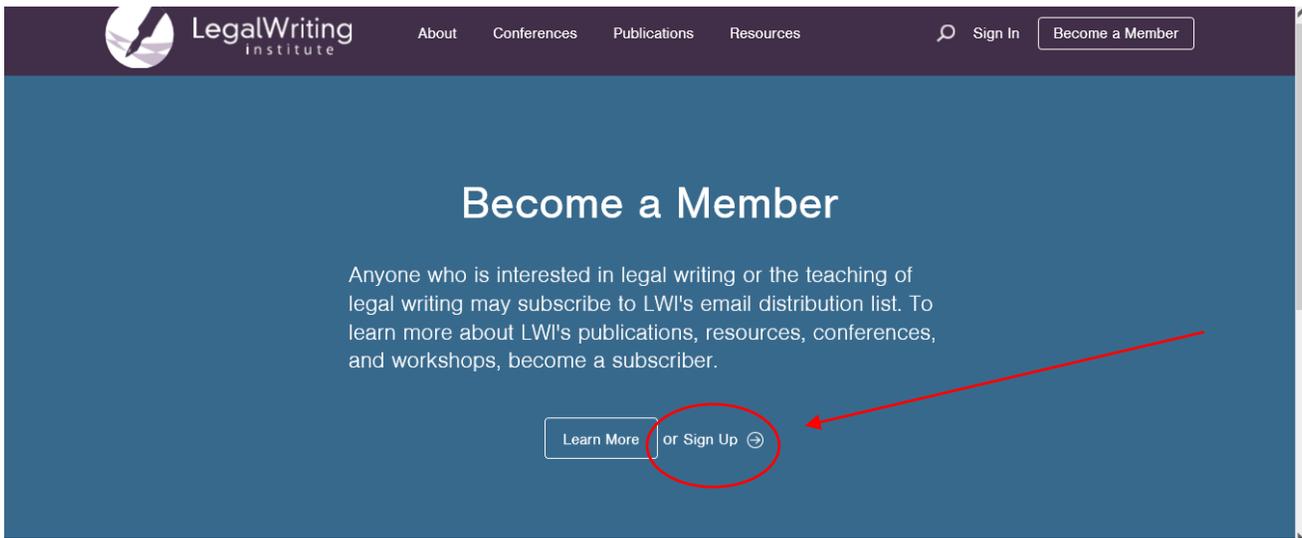
Instructions for re-joining LWI are set forth below. We ask you to re-join no later than March 25, 2019 by 5:00 p.m. Thank you for your cooperation as we work to update our membership list and take advantage of our new website.

**Instructions for re-enrolling as an LWI member. It's quick and easy!**

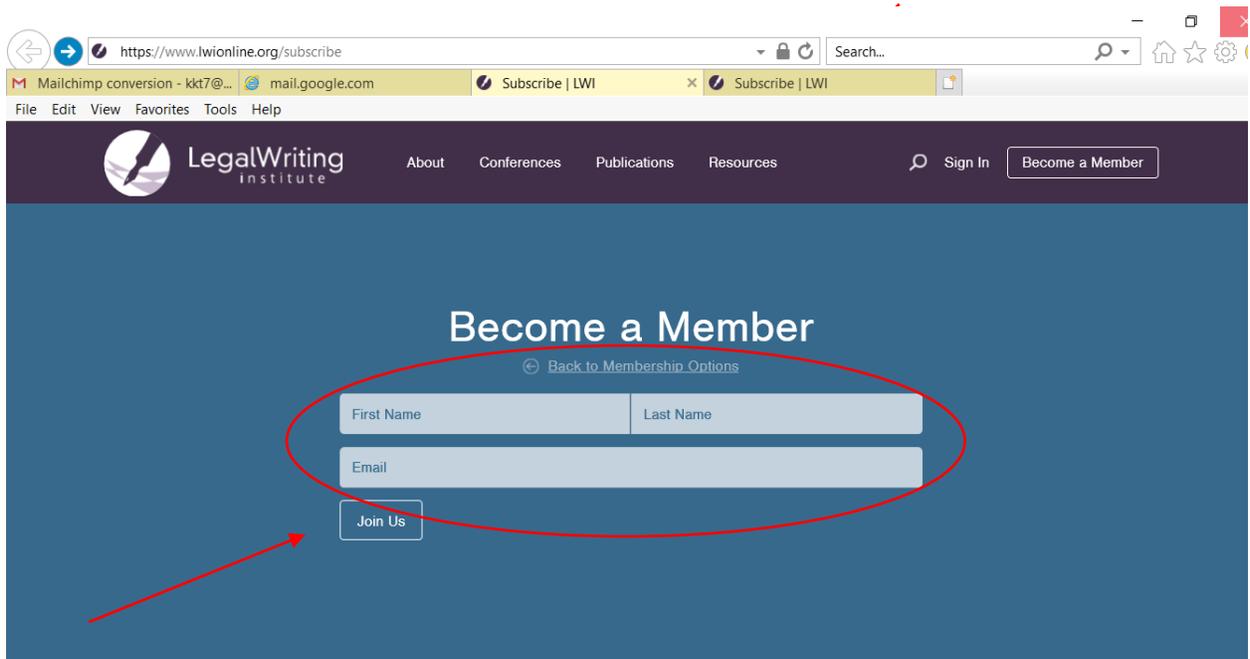
1. By March 25, at 5:00 p.m., click on <https://www.lwionline.org/subscribe>.

You will see the screen below on the next page.

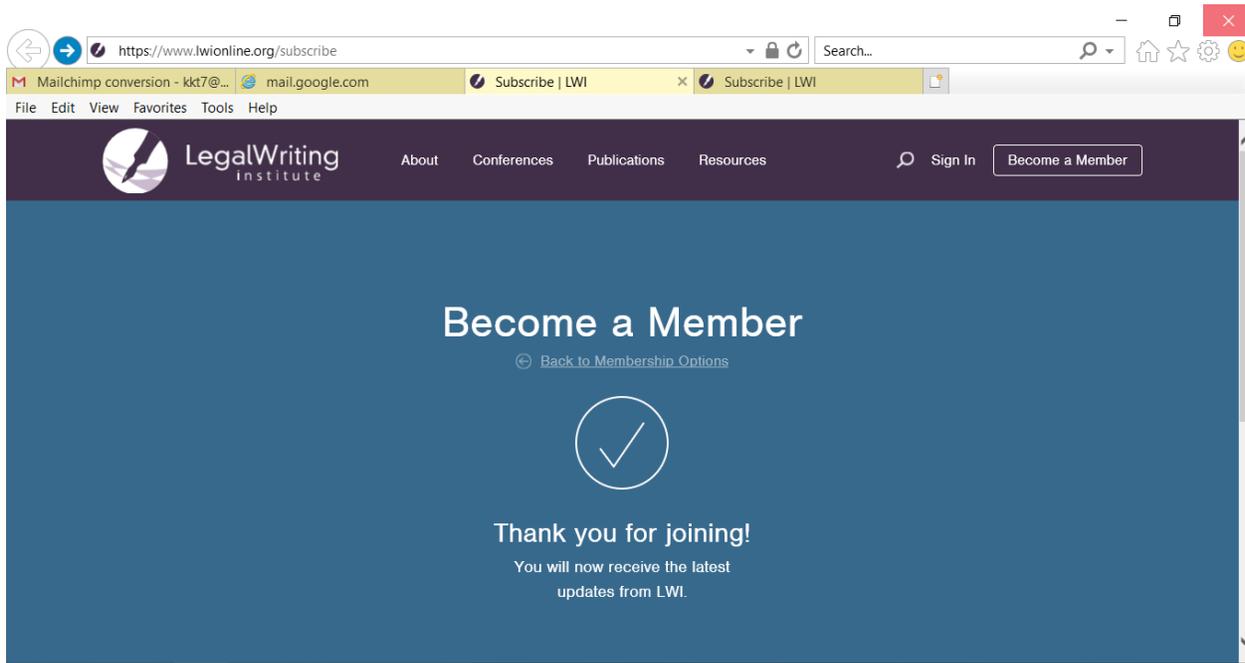
2. Click on **“Sign Up.”**



3. Next, you should see the screen below. Enter your name and email address. Hit **“Join Us.”**

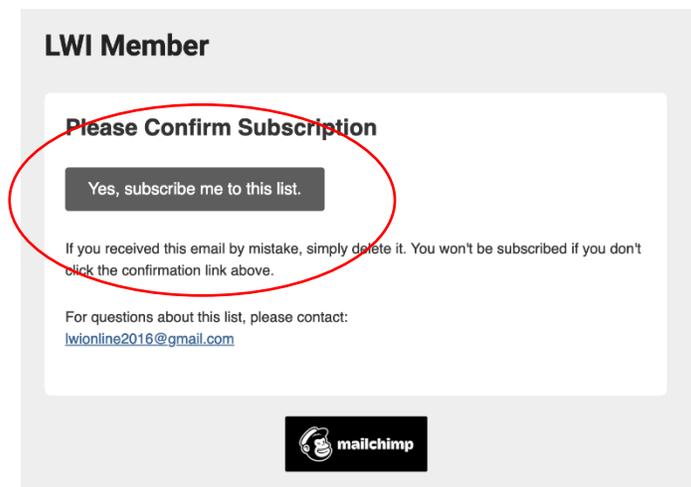


4. You should then see this screen.

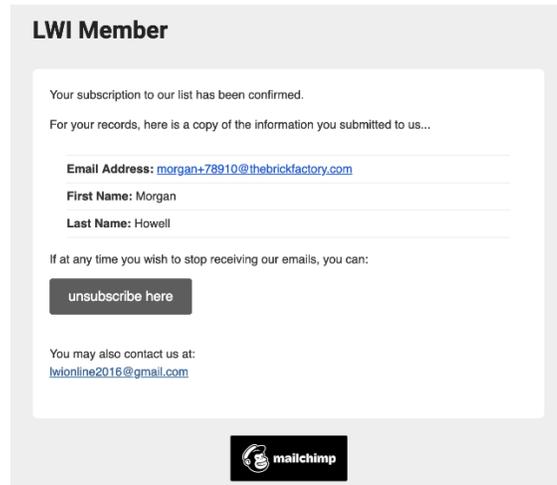


5. You will then receive two messages from Mailchimp. The first will look like the one below and will ask if you want to confirm your subscription to the Mailchimp list.

Click on **“Yes, subscribe me to this list.”**



- The second message will look like the one below and will confirm your enrollment. If you want to unsubscribe at this point, click on “unsubscribe here.” If you do nothing, you will remain enrolled.



That's it; you're done!

## **When do you need to do this?**

Please update your profile no later than March 25, 2019, by 5:00 p.m.

## **What will happen if I don't update my membership?**

If you do not update your membership, you will not be re-enrolled in Mailchimp, which means you will not receive official messages from LWI or be eligible to vote.

If you do not wish to remain an LWI Member, just do not re-enroll, and you will no longer get official messages from us.

Thank you in advance as we work to update our membership list and take advantage of our new website.

Sincerely,

Kristen K. Tiscione  
Professor of Law, Legal Practice  
Georgetown University Law Center  
600 New Jersey Ave., N.W.  
Washington, D.C. 20001