



## LRWPROF-L Guidelines Adopted by LWI Board May 2015

LRWPROF-L is a closed listserv intended to provide a forum in which scholars and teachers of legal writing can discuss topics in their field. Professional teachers of legal writing are eligible to subscribe to LRWPROF-L. Included within that category are current, former, and aspiring teachers of legal writing in law schools and other academic institutions as well as lawyers who teach legal writing as part of their business or practice.

To ensure the best possible experience for all subscribers, we have established the below guidelines for posts to LRWPROF-L. We ask that subscribers take a moment to familiarize themselves with these guidelines.

LRWPROF-L is not moderated. Rather, the listserv is self-policing. This design fosters spontaneous, timely, and free-flowing discussion. Subscribers are asked to voluntarily comply with the listserv guidelines. Subscribers who object to a post on the basis of these guidelines are encouraged to contact the poster directly and politely encourage the poster to comply with the guidelines.

The views and opinions expressed in posts to LRWPROF-L are those of the authors.

**Topics:** Listserv messages should generally be limited to topics related to the teaching, scholarship, and discipline of legal writing.

**Avoid Forwarding:** Professional teachers of legal writing (as defined above) are eligible to subscribe to LRWPROF-L. This limitation is intended to encourage the free flow of ideas and candid comments on professional matters. The ability to draw on the collective experience of the legal writing community by asking sensitive questions and receiving candid responses is one of the most valuable features of LRWPROF-L. To protect this feature, subscribers should avoid forwarding posts containing sensitive information beyond the listserv. Common-sense exceptions ordinarily

do not contain sensitive information and include messages related to election results, award announcements, congratulatory or thank you emails, job postings, and upcoming conferences. Subscribers who post to the listserv should understand that the confidentiality of their postings cannot be guaranteed.

**Partisan Messages:** We teach using problems drawn from the real world. Political issues are often implicated in discussions related to the teaching of legal writing. Messages should not, however, be expressly partisan or solicit direct political action, except to the extent such action is directly linked to the legal writing profession (e.g., activities regarding the ABA standards).

**Avoid Uncivil Messages:** The legal writing community is very diverse. Personal attacks are likely to alienate members of our community. Subscribers should maintain civility at all times when posting to the listserv. Subscribers should avoid personal attacks or other messages likely to alienate members of our diverse community.

**Marketing Messages:** Messages recommending books, services, internet sites, or other resources are welcome on the listserv. At the same time, the listserv is not a forum for commercial promotion. Any message promoting a product should include a disclosure of any personal interest in the product. For example, a favorable review of a new book should include a statement that the book was written by the poster's supervisor.

**Off-topic Messages:** Messages that are not strictly related to legal writing may be posted if they would be of interest to members of the legal writing community. These messages should be labeled with "Off Topic" (or "OT") in the subject line.

**Job Announcements:** Subscribers posting job announcements are encouraged to include the disclosure form available [here](#).

**Avoid Duplicative Messages:** There are currently over 1,000 subscribers to the listserv. Please do not send a message to the entire list unless the message contains information from which everyone can benefit. For example, while it is appropriate to announce

an individual's good news (e.g., a promotion) to the list, subsequent messages congratulating the individual should be directed to that person's private e-mail. To assist others in following this guideline, please remember the following when you post:

- a. If you post a congratulatory message about a colleague's promotion, publication, or award, please provide the private e-mail address of the person being honored so that follow-up messages can be directed to that person's private e-mail instead of the entire listserv.
- b. If you post a message requesting information, please offer to compile the results and post them to the list.
- c. When you set up an out-of-office message for your e-mail, please set it up so that listserv posts don't trigger the automated out-of-office reply.

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**2014-2016 Listserv Committee (Board Liaison Michael Higdon)**

*Charge:* To maintain the membership list of the listserv, to monitor listserv usage policies and listserv usage, and, when necessary, to remind users to observe listserv policies.

Jodi Wilson (Memphis) – Chair  
Cynthia Adams (Indiana McKinney)  
Michelle Brown Cue (DePaul)  
Kevin R. Eberle (Charleston)  
Cathren Koehlert (Barry)  
Judy Rosenbaum (Northwestern)