



LegalWriting  
institute

## LWIC Guidelines

(adapted from the LRWPROF-L Guidelines adopted May 2015 and revised June 2020)

Our listserv, LRWPROF-L, has moved from Indiana University Robert H. McKinney School of Law to its new host, Mobilize, and been renamed the Legal Writing Institute community (LWIC). LWIC can be accessed through user email (by sending messages to [lwic@groups.mobilize.io](mailto:lwic@groups.mobilize.io)), by going to <https://lwic.mobilize.io>, or via mobile app. LWIC is a closed community group 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 join the group. 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.

Unlike LRWPROF-L subscribers, LWIC members have easy access to their user accounts on the website at <https://lwic.mobilize.io>, where you can manage your own profile, change your email address, and set delivery preferences for messages posted to each discussion group. You can also close your account in “account settings” should you decide to “unsubscribe.”

To ensure the best possible experience for all members, the Board has retained the listserv guidelines for posts to LWIC. We ask that members take a moment to familiarize themselves with these guidelines:

LWIC is not moderated. Rather, the community is self-policing. This design fosters spontaneous, timely, and free-flowing discussion. Members are asked to voluntarily comply with the community guidelines. Members 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 LWIC are those of the authors.

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

**Avoid Forwarding:** Only professional teachers of legal writing (as defined above) are eligible to post to the community. 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 LWIC. To protect this feature, members should avoid forwarding or sharing posts containing sensitive information beyond the community. 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. Members who post to the community 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. Members should maintain civility at all times when posting to the community. Members 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 community. At the same time, the community 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 now be posted in the subgroup labeled "Off Topic Discussions."

**Job Announcements:** Members posting job announcements should do so under "Opportunity," at the top of the main page and are strongly encouraged to include the disclosure form available on LWIC in Files/LWIC Documents and on the LWI website, [www.lwionline.org](http://www.lwionline.org).

**Congratulations Messages:** We welcome all posts with congratulations and good news about members of our community and have created a subgroup with that name for this purpose. These messages should now be posted in the subgroup labeled “Congratulations.”

**Avoid Duplicative Messages:** There are currently almost 2,000 members of the community. Please do not post a message to the entire group unless the message contains information from which everyone can benefit. To assist others in following this guideline, please remember the following when you post:

- If you post a congratulatory message about a colleague’s promotion, publication, award, or other good news, please provide the private email address of the person being honored so that follow-up messages can be directed to that person’s private email instead of the entire community.
- Responses to congratulations messages should be directed to that person’s private email not the entire subgroup. While in the app, you can also respond directly to that person through private chat.
- If you post a message requesting information, please offer to compile the results and post them to the list.
- When you set up an out-of-office message for your email, please set it up so that community posts don’t trigger the automated out-of-office reply. This will need to be managed using the settings in your private email account.

**Approved by the 2018-2020 LWI Board of Directors, June 2020**