

ICLE COMMUNITY

FREQUENTLY ASKED QUESTIONS

What is the ICLE Community?

The ICLE Community is a community of practice for practicing lawyers who are ICLE Partners. Users can participate in discussion forums, ask questions, connect with colleagues and ICLE lawyers, write blogs, and share information.

Who may participate in the ICLE Community?

The ICLE Community is for practicing lawyers who are currently ICLE Partners. Legal assistants, law students, and other professionals, or court staff who are not lawyers, may not currently participate. ICLE may invite some nonlawyer experts to participate to share their expertise. Selected ICLE nonlawyer staff will participate to answer technical, customer service, or policy questions.

What will I get out of the ICLE Community?

You can create a profile highlighting your professional accomplishments that's available to your ICLE Partner peers. You can ask a question about a law change or a practice question and get input from colleagues. You can ask a question about and provide feedback on ICLE resources and seminars. You can connect with colleagues from your law school class or local area. You can write and share blogs. You can search previous posts and find information on your topic.

Are there rules or guidelines for what I can do in the Community?

Yes. You agree to follow the Code of Conduct for the ICLE Community when you first access the Community. This Code of Conduct is posted in the Community for reference. The rules apply to all content in the ICLE Community, whether comments, discussion, blogs or other material.

How is this different from my ICLE Partnership?

ICLE Partnership resources are checked or vetted by ICLE as described in the Partnership resource pages. The information in the ICLE Community is not checked for accuracy or vetted by ICLE. It is likely to be as reliable as the expertise of the poster, which you can assess by accessing that person's Profile. That said, the ICLE Community can provide an immediate answer or input from a network of your colleagues.

I'm an ICLE Partner. Am I automatically included?

If you are an ICLE Partner and a Michigan Bar member (have a P number), you automatically have access to the ICLE Community and are listed in the Community directory. You need to agree to the Code of Conduct the first time you log in.

If you are an ICLE Partner and do not have a P number but are a practicing lawyer, you can request access by contacting ICLE. This might be the case if you do not maintain a Michigan law license because of the nature of your practice or you are waiting for your Michigan Bar exam results.

How do I access the ICLE Community?

Log in at www.icle.org using your usual ICLE username and password. You will automatically be redirected to My Resources. Click My Community. On your first visit, you will be prompted to agree to a Code of Conduct. If you are already logged in to the ICLE website, simply click My Community.

What is my Community Profile, and how do I set it up?

If you are an ICLE Partner, your listing will include the following information you've provided to ICLE: your name, firm, contact information, year admitted to the bar, ICLE contributions (if applicable), practice areas, number of attorneys in your firm, and licenses in other states. You can choose to add more information or, if you have a LinkedIn account, to import your LinkedIn information. We encourage you to add a current photo to your profile. We don't require a photo, but we don't allow "avatars," logos, or "icons" in place of a photo.



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FREQUENTLY ASKED QUESTIONS (continued)

I don't want to be listed in the Community directory. Can I remove my listing?

Yes. We encourage you to remain listed and give the Community a try. However, if you don't want to be listed, simply go to your profile and click on "My privacy settings" at the left of the screen. You will then see a screen entitled "Contact Preferences." Follow these steps:

- Under "I would like to be included in the member directory and group rosters," select "no."
- Click "save" at the bottom of the screen.

You will still be able to read Community discussions and post in the forum, but you will not be listed in the directory or as a member of a group. And, you can always change your privacy settings back to become more visible.

I don't want to be contacted by other members of the Community. Can I prevent that?

Yes. Simply go to your profile and click on "My privacy settings" at the left of the screen. You will then see a screen entitled "Contact Preferences." Follow these steps:

- Under "Allow Group Members to Contact Me", select "no".
- Click "save" at the bottom of the screen.

What is a Community Champion, and what do they do?

Community Champions are lawyers who are ICLE Partners and have agreed to spend time in the Community fostering discussions, answering questions and raising issues. They will be labeled as such in their Profiles.

Do ICLE staff lawyers participate?

Yes. ICLE lawyers are interested in hearing ICLE Partners' practice questions and challenges. They may be able to point Partners to resources that will help. They are also interested in hearing suggestions for new content or enhancements to existing services.

How do I share or link to ICLE resources in my Community posts?

Please recommend resources in the ICLE Partnership (such as forms or How-To Kits) by posting a link rather than uploading the item to the "library" area. You can do this by using the hyperlink manager button within the "Post a Message" window.

Is the Community private, or will my posts be made public?

Because the Community requires a login, it is not viewable by those who don't have access. In addition, under the Code of Conduct, users may not copy and post information from the Community outside the Community without the permission of the original poster. If you choose to create your own blog, select "ICLE Members" in the "Who can read your blog entry" field to restrict access to your blog to those who are members of the community.

May I have my assistant post a question for me?

Sorry, no. The Community is intended to foster interchange among Michigan lawyers. If you need help using the Community, just call ICLE.

Does ICLE promise that the information I receive in the Community is accurate?

No. The Community is a forum for discussion and sharing among users. For checked and vetted resources, consult the ICLE Partnership, online books, or seminars.

What's a "Contact" in the Community and why do I want them?

A contact in the ICLE Community is similar to a "friend" in Facebook or a "connection" in LinkedIn. You can invite any member of the Community to become your contact (either from the person's profile or the directory pages). The member must first accept your request to become a contact before you are connected. You can use your contact list a few ways in the ICLE Community. The contact list provides a quick way to send a message to one of your contacts rather than having to search for them in the directory. You can also set privacy settings to allow only contacts to see pieces of your profile or your blog.



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