



CENTER FOR LEGAL & COURT TECHNOLOGY

CLCT FELLOW INFORMATION 2024-2025

We are thrilled to have you as part of the Center for Legal & Court Technology (CLCT). CLCT was founded at William & Mary Law School in 1993 and officially started as the Courtroom 21 Project (you may hear this name from time to time). It is a joint initiative of the [William & Mary Law School](#) and the [National Center for State Courts](#). CLCT is a non-profit research, education, and consulting organization that works to improve the administration of justice through the use of technology. Our goal is to assist all members of the legal profession, from courts and government agencies to judges and lawyers. We do all of this is to accomplish our mission:

*To improve the world's legal systems
through the appropriate use of technology.*

CLCT works worldwide, providing cutting-edge information and training to students, practitioners, and courts on the latest advancements in legal technology. We publish whitepapers, conduct research, including “Laboratory Trials,” and give back to the community through fellowships and community service initiatives. Although our original focus was on courtroom technology, we have now broadened our work to deal with the legal consequences and issues related to Artificial Intelligence, Cybersecurity, the Internet-of-Things, Blockchain, and related technologies. CLCT is part of the University of Montreal’s ACT (Autonomy through Cyberjustice Technologies) pursuant to which we are responsible for working in the area of AI and legal decision-making. Alongside this innovative research, CLCT is also participating in W&M university-wide efforts to build interdisciplinary programs about all things “cyber.” We conduct cyber and information security research pursuant to Virginia’s Commonwealth Cyber Initiatives (CCI), a General Assembly funded state-wide effort to enhance and enlarge cybersecurity research and education in Virginia. Supported by CLCT, Director Fred Lederer represents W&M in the Public Interest Technology University Network (PIT-UN).

In addition, CLCT supports and administers the Court Affiliates Program, a network of state, federal, native-American, and non-US courts that seek to use courtroom technology more effectively and successfully. We host the annual Court Affiliates’ Conference, giving those same institutions a forum to address legal, administrative, and technological issues. We also consult on the design and implementation of appropriate technology in courtrooms and administrative agencies, and companies around the globe.

We encourage you to follow CLCT’s activities by subscribing to our LinkedIn, Twitter, and/or Facebook pages.

TITLES

Unless you have specifically been given a different title, for resume and other purposes all members of the student staff are “CLCT Fellows.” You are welcome to link your LinkedIn profiles to our LinkedIn page as your employer. We can supply generic language for resumes. Please note that Fred is available to review and, we hope, improve your resumes, as well as cover letters.

WORK SCHEDULES

Please keep in mind that the success of CLCT's numerous activities **depends on you**. Work begins the first week of class during both Fall and Spring semesters. The last day of scheduled work each semester is the last day of class. You do not work during exams!

You are responsible for making sure you keep up with your hours and responsibilities. You *may* work up to eight hours per week for 13 weeks a semester. However, subject to special circumstances, on average we expect four to six hours per week. A minimum of two hours per week must be completed at the CLCT office. A check-in/check-out procedure will be in place to log this activity.

You are not expected to work the Monday and Tuesday of Fall Break, nor Wednesday, Thursday, and Friday of the Thanksgiving holiday or any other holiday observed by the Law School.

Of course, we are flexible with your work schedule, but rely on you letting us know if you are experiencing any difficulties or have special needs. For instance, if you do not feel that you can commit the full four to eight hours per week, please let us know **as soon as possible**, and we will work with you to find a manageable compromise. If you run out of work to do, please speak with your supervisor. We have so much to accomplish this year as a TEAM: **T**ogether **E**veryone **A**chieves **M**ore!

Speaking of teams, this year we are targeting an improvement in the way in which we assign and track completion of work by creating teams that will be responsible for five specific aspects of CLCT business: Courtroom, Court Affiliates Program, Education, Marketing, and Logistics and Social Events. For each of these teams a team lead will be designated. CLCT staff along with the Chief of Staff and input from the Fellows, as much as possible, will help identify the team leads and placement of Fellows within the team system. Research projects will also be assigned as needed.

Our expectation is that this system will make it easier for us to assign tasks, follow up on their progress, and understand who has tasks to do or needs a task assigned. If you are having trouble with a task or need a task, contact the team leader, Chief of Staff or CLCT Administrator.

HOLIDAYS, BREAKS, AND CLOSURES

Information about holidays, breaks, and closures is listed below. Any day the office is open, aside from final exam days, is available for you to work.

EVENT / DAY	NOTES
Labor Day / Sept. 2	Classes meet; CLCT office closed.
Fall Break / Oct. 14 - 15	Classes do not meet; CLCT office open. Torts Liability Conference takes place.
Election Day / Nov. 5	Classes meet; CLCT office closed.
University Recognition Day / Nov. 25 - 26	Classes meet in a modified and remote format; CLCT office closed.

Thanksgiving Break / Nov. 27 - 29	Campus is closed. You are not expected to work this week.
Exam period / Dec. 6 - 18	CLCT office open but you cannot make up hours.
Martin Luther King, Jr. Day / Jan. 20	Campus is closed.
Spring Break / Mar. 10 - 15	Classes do not meet; CLCT office open.
Other closures (inclement weather, unanticipated closures)	Campus is closed. You may work from home.
Exam period / April 28 – May 8	CLCT office open but you cannot make up hours.

OTHER IMPORTANT DATES

Please also note these important dates when all CLCT staff gather to receive updates about the organization or, more critically, socialize. Please mark your calendars as attendance at team meetings is expected. Social activities are optional, of course, but given how happy we are that you are part of us, we hope you will attend and contribute to the fun.

EVENT / DAY / TIME	LOCATION
Intro to Law	August 7 – 10, Fred Lederer’s House
All Hands Meeting/Orientation	August 20, Room 119
CLCT first party of the semester	August 23, Fred Lederer’s House
End of Semester Party	TBD
2d Semester CLCT Party	TBD
End of Year L&P Graduation Party/TBD	TBD

PAPERWORK, INCLUDING TIMESHEETS

CLCT Fellows can be volunteers or paid staff. For those of you who are **paid on an hourly basis**, please review the following information carefully:

Any new paid CLCT Fellows (including all 1Ls) - We have notified the Law School that we want to hire you. You should have already received an email with information and forms to complete. You cannot begin work until you have completed, signed, and returned all forms, and received a second (post-hiring) email confirmation that these requirements have been met. Please read the information in both emails carefully and follow all instructions.

Returning CLCT Fellows – You may have received a post hiring email from the law school stating that you have been rehired for this coming year. Please read all emails carefully and follow all instructions. Do not assume that information such as tax forms and direct deposit are still in the system from last year.

The timesheets that you are required to fill out for payment purposes are available on Banner (W&M’s master personnel software application) if you have returned all forms and received the post hiring email. Please follow the instructions for submitting timesheets provided to you in your post hiring email. Pay periods run from the 1st to the 15th, and from the 16th until the end of the

month. It is your responsibility to submit your completed timesheet on Banner each pay period **within three days of the end of the pay period**. **Do not follow the later deadline listed on your timesheet.** We highly recommend that you create a calendar reminder to help you remember. If your timesheets are late, you will have to submit a manual timesheet which will require a lot of time to process by many departments.

For internal CLCT purposes, we ask you to provide a narrative of the work that you completed on your timesheet. Once you are practicing law, you will be expected to record your billable hours, so this will be good practice. Here's how you do so:

Go to MyW&M. Login to Banner. Go to the "Employee tab," and then "Time Sheet" will appear at the top of the list. Click on "Time Sheet." Choose "Access My Time Sheet." Choose the appropriate pay period to log in hours. There is a "Comments" section available for each pay week located towards the bottom of the timesheet. Complete this section one time at the end of the pay period. Within this box, please detail the number of hours spent on each project during the pay period and give a short narrative of your work (e.g., "4 hours podcast research"). If you have a formal project or team leader, please list that person's initials at the end of your note.

If you have any questions, please speak with Chief of Staff, Sally Harnish.

GENERAL PROFESSIONAL ETIQUETTE

Please answer all emails within 24 hours, sooner if possible. If you are asked a question, answer it, even if the answer is "No," "I don't know," or "let me get back to you because..." unless otherwise directed.

Arrive on time, whether in person or on Zoom calls. In the business world, it is best to observe the old rule, "Five minutes early is almost late." Time is a commodity; by being punctual, you show you respect others. And a virtual meeting is still a meeting.

Practice good meeting etiquette. When calls happen remotely, it is a bit more difficult than in person to see when participants are checked out, but there are still telltale signs. We will not have meetings unless it is important to do so, as we understand the difficulties of navigating classwork, readings, extra-curricular activities, and potentially different time zones. We ask that you please remain engaged and alert during meetings so we can make the best use of our time.

IN-OFFICE ETIQUETTE

Please be conscious of the noise level when working in the office. The Faculty Library is next door and is a regularly used meeting space. The wall between CLCT and the Faculty Library appears to conduct information, not shield it. Also, the CLCT office is located in close proximity to many faculty offices.

The office refrigerator is small, but it is available for you to use. Please be sure you do not leave food and beverages in there for more than a few days. There is also a large refrigerator available for students in the vending machine room next to the café.

You are welcome to use the microwave. If you make a mess while reheating food, please clean the microwave immediately after your use. Cleaning supplies and paper towels are located in the closet. **NO POPCORN IN THE OFFICE MICROWAVE.** Popcorn has triggered a number of fire alarm emergency evacuations.

Be sure to pick up your work papers, trash, etc. from your work area when you leave. Leave the workspace you used clean for your fellow team members.

Be aware of recycling bins vs. trash bins in our office. Blue bins are for recycling, as are several beige bins that are labeled “RECYCLE ONLY.”

Masks are not required but are welcome. If CLCT’s office is full, please consider using a mask in the interests of public health and safety.

HELP AND SUPPORT

We are here to support you through Law School. Please do not hesitate to ask for help – regardless of whether a concern or problem is law school related! Although law school is a rewarding experience, every student encounters difficulties throughout the three years. Whether it's about schoolwork, family problems, or just anxiety in general, we want to let you know that we are here for YOU! Our goal is to give you a rewarding experience while supporting you every step of the way.

If you have a pressing problem, please get in touch with one of us. If you are in the office, and a door is closed because of an apparent conference, knock, open the door, and say: “I need you.” That is the “magic” incantation that preempts *everything*.

Again, welcome to CLCT. We are so glad to have you as a colleague.

CLCT STAFF CONTACT INFORMATION

[Fred Lederer](#), Chancellor Professor of Law and Director (757)229-4233 (home) / (757)561-3163 (cell); (757) 221-3792 (office)

[Daniel Shin](#), Cybersecurity Researcher and Acting Head of Research, (585)615-7652 (cell)

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[Scott Baker](#), Administrator, (757) 221-2494 (office)

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