

WSBA Solo & Small Practice Section List Serve Guidelines

The **WSBA Solo & Small Practice Section list serve** is a vibrant communication tool and resource. You must be a Solo & Small Practice Section member/subscriber in order to be included on the section's list serve and must be a member of the list serve in order to send a message. Section members are added to the list serve by staff shortly after the member joins the section. (A section subscriber may also be added to the list serve; subscribers are non-attorneys and could include, for example, individuals such as law firm consultants or law students). List serve subscribers may request to receive messages in "daily digest" or "index" format. List serve subscribers may also request to use a different email address for list serve subscriptions or unsubscribe from the list serve at any time. This list serve is not moderated. Below you will find general information pertaining to use of this list serve -- plus rules, policies, and practice tips.

Please keep in mind that posts on the list serve are subject to public disclosure.

General Information

- This is a "closed" list serve, meaning it is only open to current section members and closed to anyone not currently subscribed. Only current subscribers of the list serve can send an email to the list serve.
- The name of the list serve will be automatically added before the subject line of your message. The list name will appear in brackets. This allows list serve subscribers to use the list serve name as a filter when receiving email messages and setting up rules to manage email folders; **this section's list serve address is: solo-and-small-practice-section@list.wsba.org.**
- This list serve allows attachments; however, the total message size including attachments is limited to 10 megabytes.
- Be sure to add the list serve email address to your "safe sender" list.
- To receive the Daily Digest format, send an email to: digest-solo-and-small-practice-section@list.wsba.org. List serve members may opt to receive a Daily Digest instead of individual messages. The Daily Digest is one email sent out at midnight that contains all of the messages from that day.
- If you wish to unsubscribe from the list serve or have questions of an administrative nature, please contact the [WSBA List Administrator](mailto:sections@wsba.org) at sections@wsba.org.

How to Send Messages

- To send a message to everyone currently subscribed to this list, address your message to solo-and-small-practice-section@list.wsba.org. This is the "list address." The list serve will automatically distribute the email to all subscribers.

- A subject line is required on all email messages sent to the list serve. Specific and succinct subject lines are recommended. Avoid subject lines with all capital letters and excessive punctuation.
- Please include a signature block at the bottom of the message, or some other contact information (i.e. name and email address or phone number).

Responding to Messages

- When you use “Reply” to respond to an email sent to the list serve, your message will go only to the author of the email. When you use “Reply All,” your message will go to the author and to all members of the list serve.
- If you use an out-of-office message with your email platform, please take steps when enabling the feature to ensure that it does not trigger a response to messages from this list serve.

Rules, Policies, and Practice Tips

- **Be responsible.** You are personally responsible for material you post.
- **Carefully consider content.** What you post may be widely accessible for some time and, in some cases, indefinitely. All statements must be true and not misleading. Please keep your posts relevant to the interests of the Solo & Small Practice Section and its members.
- **Identify yourself.** As indicated above, please include a signature block at the bottom of the message, or some other contact information (i.e. name and email address or phone number).
- **Be civil and respectful.** While it is acceptable to disagree with others, comments should not include defamatory, libelous, or damaging innuendo. The use of abusive, threatening, offensive, obscene, explicit, or racist language is prohibited, as is the posting of illegal material.
- **Be collegial.** We encourage you to share practice tips and your wisdom in addition to seeking input from others.
- **Be relevant and add value to the conversation.** Information adds value to a conversation if it contributes to the legal community’s knowledge or skills, improves the legal system or the public’s understanding of the legal system, assists a professional colleague in developing his/her practice, is responsive to a request for assistance, or builds a sense of community.
- **Do not use the list serve as a marketing or advertising tool.**
- **Protect proprietary and client information.** Do not discuss or misuse proprietary or confidential information and follow all professional and ethical rules governing the disclosure of information shared with you by clients. When in doubt, leave it out.
- **Refrain from political activities on the list serve.** Do not endorse any political candidates on the list serve; do not endorse or take any political positions on the list serve.
- **Do not violate antitrust laws.** Antitrust laws prohibit postings that encourage or facilitate agreements between WSBA members of different firms concerning the

following, as they pertain to legal services: prices, discounts, or terms or conditions of sale; salaries; profits, profit margins, or cost data; market shares, sales territories, or markets; allocation of customers or suppliers; or any other term or condition related to competition.

- **Avoid Inappropriate Comments:** The Solo & Small Practice Section reserves the right to delete any inappropriate content from its list serve, including but not limited to: irrelevant content, redundant content, hateful content, malicious content, uncivil or disrespectful content, attacks or complaints against an individual, financial solicitations, endorsements of a political candidate or party, opposition to a political candidate or party, and content that violates the list serve's terms of use or other policies.
- **Disclaimer:** Regarding content posted by members of the list serve, the Solo & Small Practice Section accepts no liability or responsibility whatsoever for the contents of any target site linked to from a post on its list serve. The Solo & Small Practice Section also accepts no responsibility or liability for any data, text, software, music, sound, photographs, images, video, messages, or any other materials or content whatsoever posted by users on the list serve.
- **Please abide by these guidelines.** Individuals who fail to do so may be temporarily or permanently removed from using the list serve.
- **Reservation of Rights.** The Solo & Small Practice Section reserves the right to modify, change or revoke the above rules, policies, and guidelines at any time.

The above guidelines incorporate and draw upon language found in the [WSBA Sections List Serve Guidelines \(8/10/17\)](#), [COMM 502: WSBA Social Media Guidelines and Protocol](#), and [Washington State Bar Association Guidelines for Section List Serves Administered by WSBA \(Sections Team Updated – 10/2020\)](#); used with permission.

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