

WSBA Section List Serve Guidelines

List Serve Purpose

The purpose of a WSBA section list serve is to provide a discussion platform for members to address topics relevant to the section's practice areas.

A member of the section serves as the moderator of the list serve with a primary function being to survey messages for appropriate content. If inappropriate messages are posted, a three-step notice to the sender will be initiated. After three warnings, the section moderator may authorize the removal of the sender from the list serve.

Questions regarding the logistics of the list serve, or to update a member's settings, should be directed to the WSBA list serve administrator (to contact, see list serve home page).

Appropriate Content and User Tips

- Messages should be relevant to the section and its members' interests; avoid posting off-topic messages.
- Messages should be concise, direct and clearly identify the sender.
- Messages should be professional and conveyed in a tone respectful of the opinions of others.
The e-mail subject line should be indicative of the content of the message.
- Avoid using all capital letters in the subject line or body of a message.

Considerations When Posting Messages

- Confidentiality of the content of the messages cannot be guaranteed.
- The WSBA and the section reserve the right to terminate access to any person who repeatedly posts messages of an inappropriate nature.
- Be aware that opposing council may be a member of the section and the list serve.
- Use of the list serve forum is 'at your own risk.'
- Content made available via the list serve is not legal advice and does not create an attorney-client relationship.
- All content is intended for the viewing and fair use of the section. The WSBA makes no warranty to the legal accuracy of any content.

Sending and Receiving Messages

The list serve is essentially an email discussion group. To ask a question of colleagues, e-mail the address indicated here, <http://www.wsba.org/Legal-Community/Sections/Section-Leaders-Toolbox/Section-Tools/Section-List-Serve-Instructions>. The message will be sent from your outbox to all section members on the list serve.

Important. If you wish to reply directly to the sender only, use 'Reply.' If you want your message to be shared with everyone on the list serve, use 'Reply All.'

Subscribe or Unsubscribe

A section member who wishes to subscribe or unsubscribe can do so by contacting the WSBA list serve administrator.