

The **WSBA Solo & Small Practice Section** list serve (the “list serve”) is a monitored but unmoderated list. This means that list members are expected to self-police and responsibly participate. Here are some simple guidelines which reflect the list’s culture and expectations:

1. **Origin Address** – You submitted an email address to subscribe to the list serve. Only messages emanating from this subscribed address will be automatically distributed to the list. For example, if you're subscribed as Joe@Lawyer.com, posts from an alternate address such as Joe@aol.com will not be automatically distributed to the list.
2. **Administrative Requests** – Administrative requests cannot be made to the list. Any requests regarding administrative tasks such as being added or removed from a list must be made to the WSBA at sections@wsba.org.
3. **Rules for Submission** – Failure to heed these rules below may result in removal from the list serve.
 - a. Do not insult, berate, or personally attack other list members. Jokes which are prurient in nature, offensive or contain profanity shall not be posted. Do not send inflammatory messages or messages containing personal invective. Profanity, vulgarity, or derogatory, defamatory, abusive, threatening, offensive, and illegal remarks are inappropriate and very annoying.
 - b. Do not post to list serve any message, data, information, text or other material that is unlawful, libelous, defamatory, obscene, pornographic, indecent, lewd, harassing, harmful, invasive of privacy or publicity rights, abusive or otherwise injurious to third parties.
 - c. Do not impersonate any person or entity or otherwise misrepresent your affiliation with a person or entity or interfere with other users of this list serve.
 - d. Commercial solicitations are generally discouraged. However, postings about office spaces, staffing needs, and the like can be helpful to the community. Especially if a post requests information about a particular product or service, a vendor or consultant may respond to that post.
 - e. To the extent that they occur, discussions about fees for legal services should occur offline between individual subscribers.
4. **Traffic Volume** – List serve posts can be frequent and often. Be prepared to delete freely. Better yet, use filters to send list serve messages to a subfolder of your inbox. If you feel that you are receiving too much list serve mail, consider using a separate e-mail address just for this list serve. If you subscribe to multiple list serves, consider separate emails for each subscription.
5. **Reply All** – Be *extremely judicious* in your use of the "reply all" function. If you are replying with a message that just says “thanks for the information,” a request to receive a copy of what someone has offered to share, or simply to agree with

someone (such as “me too”), *do not* reply to the entire group. Instead, send your response directly to the e-mail address of the person who posted the message.

6. **Auto Reply** – If you are out of the office and have your email auto-reply turned on, please make sure the settings are made to automatically reply only to the sender or turn off your auto-reply for messages from this List.
7. **Relevance** – Our list serve discussions should be kept to only those relevant to practicing law. It is important to use the "subject line" to concisely identify the message topic/purpose for your also-busy colleagues. This list serve is not the place to make political posts, requests for charitable donations, posts about lutefisk, linoleum, or other non-legal topics. Delete extraneous material, such as “confidential” statements at the end of your emails.¹
8. **Clarity** – The clearer your post the more helpful for everyone. For location-specific requests, include the relevant locations. Be succinct in your posts and replies, but err on the side of including too many details rather than too few.
9. **Over Posting** – Subscribers should try to limit the number of their posts per day. For this reason, subscribers should consider before posting whether a message should be distributed to the entire list or made privately.
10. **Digest** – For those who would prefer to reduce the volume of emails received there is a digest option. Those signed up for the digest stop getting listserv emails in real time and will instead receive a single daily email including all of the content that has been posted in the last 24 hours. To sign up for the digest email digest-solo-and-small-practice-section@list.wsba.org and say that you would like to receive the S&SP digest.
11. **Scope of Participants** – The list serve is intended to benefit lawyers in solo and small firm practices. However, we do not limit membership in the Solo and Small Practice Section. Section members and list serve subscribers include retired lawyers, lawyers practicing in collateral fields, law students, legal educators, paralegals, legal assistants, law office administrators, law librarians, vendors, and law firm consultants.
12. **Access/Confidentiality** – Remember that all list serve exchanges can be read by anyone, including opposing counsel. Posts on the list serve are NOT CONFIDENTIAL by any means.
13. **Judgment** – Remember this list serve is not a substitute for individual judgment. Use of this list serve is “at your own risk.” WSBA and the Solo and Small Practice Section make no warranty as to the legal accuracy of any content. WSBA and the Solo and Small Practice Section accept NO RESPONSIBILITY for the OPINIONS OR INFORMATION posted on or through this list serve.

¹ Best practices would dictate that such confidentiality disclaimers should be used only when necessary and should be placed at the start of an email, not the end. For more on confidentiality statements, see Eric Cooperstein’s article on Lawyerist “[This Post is Privileged and Confidential](#)”