



NORTH CAROLINA
**ADVOCATES
for JUSTICE**

Protecting people's rights.

LISTSERV PROTOCOL

- Always use the subject line to identify the substance of your message.
- Be aware that your message is being sent to potentially hundreds of attorneys across the state. Please use appropriate and professional language, tone and content.
- Make certain to include your name, e-mail address, and contact information in your message in the event a listserv member wishes to contact you personally instead of posting a public response.
- Be aware that “replying” sends the response to ALL listserv members so make certain you intend to send a response to the entire listserv in lieu of a specific individual.
- Make sure that your reply indicates to whom or what you are responding.
- When replying to a message, consider deleting the original message in your reply to minimize duplication and clutter.
- If you question a member’s eligibility to be on the listserv, please bring the issue to the attention of the Division Chair privately and immediately, in lieu of posting the question of eligibility status on the listserv for all members to respond. This will provide the Chair the ability to resolve the situation promptly and to afford the member in question, professional respect and courtesy.
- Please do not forward any listserv messages to non-Division members, as the listserv is a membership benefit of the Division. This will also promote the security and integrity of the Division listserv.
- Please do not use the list to schedule personal meetings, to thank someone for sending you a brief, or to say hello to a friend. Ask yourself, “will my post add to the knowledge base of the other members of the listserv?” If it will not, then respond directly to the individual who has asked the question.
- Please do not use the listserv for political discussion, specifically the promotion of candidates not yet endorsed by North Carolina Advocates for Justice. The North Carolina Advocates for Justice is a non-partisan organization that respects the political views of all its members.
- Please do not use the listserv to promote the Continuing Legal Education offerings of another association unless approved by the North Carolina Advocates for Justice CLE Department. Such offerings that would be acceptable would be classes that the North Carolina Advocates for Justice does not offer or ones that do not conflict with already scheduled North Carolina Advocates for Justice CLEs.
- Please do not send a message to the listserv that is more appropriately sent directly to an individual to the list.



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LISTSERV SECURITY

Only Division members may belong to a Division listserv. On a routine basis, the North Carolina Advocates for Justice staff compares the Division membership list with the Division listserv list to make certain that only Division members are also members of the Division listserv. Please note, however, that despite the North Carolina Advocates for Justice's best efforts, there is no way to fully ensure the security and confidentiality of the listserv as Division members may share the information with others not involved with the Division.

If you have questions or concerns with the listserv protocol, please contact Andrea Davis, Director, Sections & Divisions, at andread@ncaj.com.