

## ListServ

### Rules and Etiquette for NHBA E-Mail Discussion Groups

The NHBA has established e-mail discussion groups for each Section and other groups, such as the New Lawyers. These lists have become a valuable means of communication and interchange among list subscribers. In an effort to ensure the lists remain a useful and positive means of communication and of benefit to all participants, the NHBA has established the following common-sense rules and e-mail etiquette.

By joining and using NHBA e-mail lists, you agree to adhere to these rules. You also agree to reserve list discussions for topics best suited to the medium, which is **not a private one**. The Bar reserves the right to suspend or terminate membership on all lists for members who violate these rules.

In addition, the Bar reserves the right to suspend discussion groups if no activity occurs within six months.

### E-mail Rules

- List messages are for the use of NHBA list subscribers only and may not be distributed to non-members without the permission of the Bar Association.
- Violating antitrust regulations, selling or marketing on the NHBA e-mail discussion groups is not allowed.
- Please do not post commercial messages. With the exception of job openings, advertising of non-NHBA events on the lists is not permitted.
- Do not attack others. Discussions on the lists are meant to stimulate conversation, not to create contention.
- Do not post anything in a message that you would not want the world to see or that you would not want anyone to know came from you. All defamatory, abusive, profane, threatening, offensive, or illegal messages are strictly prohibited.
- We discourage messages sent to all members of the list that disparage products or individuals. Information posted on the lists is available for all to see, and comments are subject to libel, slander, and antitrust laws.
- Copyright issues. Do not post any information or material protected by copyright without the permission of the copyright owner.

- Messages should not be posted if they encourage or facilitate members to arrive at any agreement that either expressly or impliedly leads to price fixing, a boycott of another's business, or other conduct intended to illegally restrict free trade. Messages that encourage or facilitate an agreement about the following subjects are inappropriate: fees, 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 territories; or selection, rejection, or termination of customers or supplies; or potential violation of current antitrust laws.
- No attachments. Due to the prevalence of e-mail viruses in attachments (and the corresponding development of anti-virus, anti-spam software) and other complications, do NOT send attachments with your e-mails to the entire list. You may send attachments to individual e-mail addresses, or, for Section members, send the attachment to the Sections Coordinator who will then make the attachment available on the Section's web page.

### **E-mail Etiquette**

- **Signature tag.** Include a signature tag on all messages. Include your name, affiliation, location, and e-mail address. Please delete attached company business cards from email.
- **Subject line.** State concisely and clearly the specific topic in the subject line. This allows members to respond more appropriately to your posting and makes it easier for members to scan or review messages by subject.
- **When replying** include only the relevant portions of the original message in your reply, delete any header information, and put your response before the original posting.
- **Think ahead.** Only send a message to the entire list when it contains information that everyone can benefit from.
- **Private messages.** Send messages such as "thanks for the information" or "me, too" to individuals and not to the entire list. Do this by using your e-mail application's forwarding option and typing in or copying and pasting in the e-mail address of the individual to whom you want to respond. Also, when posting a message, ask for private (or off-list) responses when the information you've requested is not appropriate for or useful to the entire list.
- **Off-topic messages.** Please keep postings relevant to the list's focus.
- **Long messages.** Alert other list subscribers of lengthy messages either in the subject line or at the beginning of the message body with a line that says "Long Message."

Please note: The lists are generally not moderated and your messages will not be screened before you send them. Members of the Bar executive staff and the Sections

Coordinator also are members of the lists and do monitor messages. However, we encourage any member who sees something inappropriate to contact the Sections Coordinator or Member Services Coordinator as soon as possible. The Bar may suspend or remove a subscriber for inappropriate postings.

.....