

The WSBA ADR (“Alternative Dispute Resolution”) 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. **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.

3. **JUDICIOUS REPLY ALL** - Be extremely judicious in your use of the "reply to all" key/button. 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. 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.

4. **SUBJECT LINE** - Use the "subject line" to concisely identify the message topic 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.

5. **RELEVANCE** - The list serve should *not* operate like a large law firm. Avoid comments about your personal life, public events, what you had for dinner and where, and the like. Our list serve discussions should be kept to only those relevant to professional practice. Delete extraneous material from replies, such as your “confidential” statement at the end of your post.

6. **MAXIMUM POSTS PER DAY** - 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.

7. **SCOPE OF PARTICIPANTS** – The list serve is intended to benefit ADR professionals. However, we do not limit membership in the ADR Section. Section members and list serve subscribers may 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.

8. **ACCESS REMINDER** - Remember that all list serve exchanges can be read by anyone, including opposing counsel. Posts on the list serve are not, repeat not, confidential by any means.

9. **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 ADR Section make no warranty as to the legal accuracy of any content. WSBA AND THE ADR SECTION ACCEPT NO RESPONSIBILITY FOR THE OPINIONS AND/OR INFORMATION POSTED ON OR THROUGH THIS LIST SERVE.

10. **RULES FOR SUBMISSIONS TO THE List Serve** - 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. Do not post to list serve any message, data, information, text or other material ("Content") that is unlawful, libelous, defamatory, obscene, pornographic, indecent, lewd, harassing, harmful, invasive of privacy or publicity rights, abusive or otherwise injurious to third parties. 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.

b. Commercial solicitations are annoying and discouraged. However, if a post requests information about a particular product or service, a vendor or consultant may respond to that specific post.

c. Responses to discussion questions about fees for legal services should occur offline between individual subscribers.

11. **ADMINISTRATIVE TASK REQUESTS** - Any requests regarding administrative tasks such as being added or removed from a list should be made to the appropriate area, not the list itself. Contact WSBA at sections@wsba.org to be added or removed from the ADR List.