WASHINGTON STATE BAR ASSOCIATION

Guidelines for Section List Serves Administered by WSBA

Below are guidelines for the use of WSBA section list serves that are currently administered by WSBA staff through a program called Lyris. Not every section has a WSBA-administered list serve—some utilize a separate list serve. For those sections that do have a WSBA-administered list serve, section members are added to the list serve by staff within the month after the member joins the section. Generally, only current section members may subscribe to a section's list serve. Also, only list serve subscribers may send messages to the list serve. List serve subscribers may request to receive messages in "daily digest" or "index" format. List serve subscribers may also request to use a different email address for list serve subscriptions or unsubscribe from the list serve at any time. A list of every WSBA-administered section list serve email address is listed below.

GENERAL INFORMATION

- A WSBA-administered section list serve is a "closed" list serve, meaning it is only open to current section members and closed to anyone not currently subscribed. Only current subscribers of the list serve can send an email to the list serve. To join a list serve, contact sections@wsba.org.
- To change your email address associated with the WSBA-administered section list serve, please fill out the WSBA Sections List Serve Email Address Change Request form.
- Please note that the name of the WSBA-administered section list serve will be automatically added before the subject line of the list serve messages. The list name will appear in brackets. This allows list serve subscribers to use the list serve name as a filter when receiving email messages and setting up rules to manage email folders.
- The WSBA-administered section list serve program allows attachments; however, the total message size including attachments is limited to 10 megabytes (MB).
- Be sure to add the list serve email address to your "safe sender" list.

SENDING MESSAGES

- To send a message to everyone currently subscribed to the WSBA-administered list serve, the subscriber should send the email to the list serve email address. This is the "list address." The list serve program will automatically distribute the email to all subscribers.
- A subject line is required on all email messages sent to the WSBA-administered section list serve. Specific and succinct subject lines are recommended. Avoid subject lines with all capital letters and excessive punctuation.
- A signature block should be included at the bottom of the WSBA-administered section list serve message, or some other contact information from the sender (i.e., name and email address or phone number).

RESPONDING TO MESSAGES

- When a subscriber selects "Reply" to respond to an email sent to a WSBA-administered section list serve, the reply message will go directly to the sender of the email. When a subscriber selects "Reply All," the message will go to the author and to all members of the list serve.

ADDRESSES FOR WSBA-ADMINISTERED LIST SERVES

Administrative-law-section@list.wsba.org
adr-section@list.wsba.org
animal-law-section@list.wsba.org
antitrust-consumer-protection-ubp-section@list.wsba.org
business-law-section@list.wsba.org
cannabis-law-section@list.wsba.org
civil-rights-law-section@list.wsba.org
construction-law-section@list.wsba.org
corporate-counsel-section@list.wsba.org
creditor-debtor-sections@list.wsba.org
criminal-law-section@list.wsba.org
elder-law-sectcion@list.wsba.org
environmental-and-land-use-law-section@list.wsba.org
healthlaw-section@list.wsba.org
indian-law-section@list.wsba.org
intellectual-property-section@list.wsba.org
international-practice-section@list.wsba.org
juvenile-law-section@list.wsba.org
labor-and-employment-law-section@list.wsba.org
legal-assistance-to-military-personnel-section@list.wsba.org
litigation-section@list.wsba.org
lgbt-law@list.wsba.org
section-leaders@list.wsba.org
senior-lawyers@list.wsba.org
solo-and-small-practice-section@list.wsba.org
taxation-section@list.wsba.org
world-peace-through-law-section@list.wsba.org

For any questions or unsubscribe requests, contact sections@wsba.org.

For email address change requests, please fill out the WSBA Sections List Serve Email Address Change Request Form.