



Alabama State Bar

Solo & Small Firm Section

Listserv Guidelines

1. Please don't solicit referrals for yourself or send out your practice areas. It's fine to ask if others would like to receive a referral or seek a lawyer in another area of the state. If someone is seeking to make a referral and you handle that kind of work, please reply just to that person, not the whole list.
2. Use descriptive "Subject" lines. Don't use "query" or "question" as a subject. Be specific in your subject so others can quickly tell if it's a discussion they are interested in or can contribute to. If you want to change the subject, start a new thread with a new subject line by sending a new message rather than a reply.
3. Do your basic research, legal and factual, before sending a question to the list, and make your question as concise as possible. The few minutes you spend thinking about what you post will help you receive a better answer, faster. Don't forget to Google first.
4. Don't forget the list of Mentors on the Section's website (www.ssfalabar.org). Every day we're adding new mentors in new counties, with the areas of practice they've signed up for. If it's more appropriate, consider calling or emailing one of the Mentors directly rather than posting to the listserv. They signed up because they want to help you, so let them!
5. Think before hitting "Reply All" as there are over 900 people on this Listserv. Do all of them really want to hear your response? In some situations it will be very appropriate to "Reply All", such as when the discussion involves a point of law or products or services that many may be interested in, but if you don't think so, just reply to the person who asked the question.
6. Be kind to others in your responses. Many on the list are new lawyers practicing alone and they need the more experienced lawyers on this list as mentors. Don't let your response discourage others from posting in the future. Above all, no political or other divisive discussions on this list. Please take that to Facebook, Twitter or another social media service of your choice.
7. Don't forward a messages you receive through the Listserv to anyone who's not on the list without the permission of the original sender. But remember that all messages sent

through the Listserv are archived in accordance with the State Bar's Records Retention Authority and may be subject to production under appropriate circumstances.

8. If you ask for forms and you get good ones, please forward them to laura.calloway@alabar.org so that they can be added to the forms database. If the Forms Database is good, fewer messages seeking forms will need to be sent.

9. Don't send "Remove me" messages to the Listserv. Send them to hunter.harris@alabar.org or laura.calloway@zolo.com and we'll take care of getting you off the list or changed to one daily digest message as you prefer.

10. If you have information that would be interesting to other Section members, please share it. Whether it's a recent case of note, other legal news, or a great new product or service you've discovered for your practice, list participation is only as valuable as the quality of information that we share.

11. Members of this Section are encouraged to participate in State Bar elections. However, State Bar campaign rules prohibit any discussion of a candidate on a section's ListServ, or any use of a section's membership list to promote a candidate. Any member of our Section violating these State Bar campaign rules may be sanctioned by the Section's executive council.

Revised March 4, 2020