

SBA eLIST Information

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SBA eLIST Features and Benefits

The SBA has introduced its new eLIST product as its newest communication tool. Highlights of the eLIST functionality and benefits are listed below. The SBA eLIST is open only to SBA members as one of the benefits of membership.

Concept

The SBA eLIST is a two-way discussion list intended to provide a quick and easy way of using e-mail to exchange information, ask questions, and stimulate debate on legal matters with fellow lawyer members.

Every member can write to the list, and in doing so, all members will receive a copy of the message. In this way, discussions can take place and views can be exchanged among a large number of people. Conversely, you may opt to reply only to the originator in cases where privacy is preferred.

We were fortunate to get a lot of feedback from members on potential eLIST categories. We selected the top 4 categories suggested and then added a "general law" category for multiple areas and other law topics. We will monitor usage of the initial categories and make changes or additions as needed in the future.

There are five SBA eLIST categories from which SBA member may choose to participate.

- Family Law
- Civil Law
- Criminal Law
- Oil and Gas
- General Law (for areas of law not specifically categorized and for questions more general in nature)

Features

LIST SERVs vary in functionality. The SBA eLIST provides members with the following options.

- Receive individual emails of posts as they are made, or reduce email volume by electing to receive one daily digest of recent
- Ability to assign an alternate e-mail address (such as gmail)
- Closed to the public; participation by SBA members only
- Ability to view archived posts
- Select specific individual categories or opt-in for all posts
- Option to subscribe (not automatically enrolled)

Benefits

The SBA list can be used to:

- Seek guidance on areas of law other than your primary practice area
- Circulate messages on legal issues
- Discuss topics publicly or privately via email
- See all posts or a summary digest to reduce e-mail volume

eLIST TIPS and ETIQUETTE

The SBA eLIST is a communication tool that offers members the opportunity to post suggestions, comments or questions to a large number of people at the same time. When submitting something you want to share to the eLIST, it is distributed to all of the other people on that list.

Tips For eLIST Participation

- **When sending a message, use a meaningful subject line.** This is a time-saving mechanism for receivers. People will know if the message can wait. Also, if they are not interested in the topic, they can delete the message. If you subscribe to a number of lists or one with a high volume of messages, you'll appreciate those messages that have clear, meaningful subject lines.
- **When responding to a message, keep your messages brief.** Include a portion or a summary of the message you are responding to, but don't forward the entire message.
- **Stick to the topics intended for discussion on the eLIST.** If you deviate from the intended discussion topics, someone may object or unsubscribe if they consider the messages to be unhelpful. The General Law eLIST is available for topics outside of the defined topic groups.
- **Identify yourself with your first and last name.** Many e-mail addresses do not clearly indicate the identity of an individual.
- **Don't use all upper case when writing.** This is thought of as shouting and is considered rude.
- **Don't send meaningless messages with no content, such as "I agree!"** The exception is if you want the specific individual to know, you can send the response directly to the sender and not the entire eLIST.
- **Avoid abrasive or threatening remarks.** Professionalism is expected at all times. Conflicts should be resolved outside the eLIST communication vehicle.
- **Similarly, don't be critical of people's posts.** Many people are new to eLIST. If you think it would be helpful, send them a private message with suggestions.
- **Have an opening and closing to your message.** Not only is this considered polite in the eLIST world, it also assures the person that the entire message is included. It can be as simple as "Group" or "Hi" for a greeting and "Regards" or "Thanks" for a conclusion.
- **Unsubscribe if you'll be gone for a week or more.** If you can't or don't want to check your e-mail while away, you should unsubscribe and then resubscribe when you return. It's a simple process. If you do want to stay subscribed during an absence, please do not use the "out of office" reply because it will go to everyone every time any message is sent.
- **Be careful when using humor in your messages.** Your intended thoughts may not translate. Consider using emoticons to get across your emotions. Below are some samples of the text-based icons you can create from your keyboard.

:-) Smiling :-(Frowning :-D Laughing :-o Surprised

FREQUENTLY ASKED QUESTIONS

1. I don't want to receive a lot of emails in my account daily. How can I control the amount of information received?

Subscribers have the option to receive individual emails of posts as they are made, or reduce email volume by electing to receive one daily digest of recent posts. Also, subscribers can assign an alternate e-mail address (such as gmail) in order to separate the information received from personal or business email addresses. Finally, the eLIST is closed to the public with access limited to SBA members only (much smaller than most LIST SERVs).

2. What is an eLIST?

An eLIST is a communication tool that offers SBA members the opportunity to post suggestions, comments or questions to a large number of people (members only) at the same time. The SBA eLIST is a product of LISTSERV®.

There are five SBA eLIST categories from which SBA member may choose to participate. The categories are (1) Family Law, (2) Civil Law, (3) Criminal Law, (4) Oil and Gas, and (5) General Law. The General Law section is intended for questions in areas of law not specifically categorized and for questions more general in nature.

3. Why would I want to subscribe?

SBA members can share information and ask questions about their practice area through emails. Topics affecting our legal community can be discussed publicly or privately via email. A member attempting to communicate via email would typically need to maintain his or her own distribution list containing email addresses. The SBA eLIST enables wider accessibility by means of a single distribution list.

Young lawyers will have the opportunity to ask for guidance from more experienced attorneys in an appropriate venue. Likewise, seasoned attorneys may have questions or desire input from less experienced lawyers or those who practice in other areas

4. What if I subscribe and then change my mind?

SBA members may subscribe and unsubscribe at any time. You can unsubscribe from the eLIST log-in page.

5. How do I send a message to my mailing list?

From your "TO" box of your email, type in the list name (Civil Law, sba_civillaw@elist.shreveportbar.com ; Criminal Law, sba_criminallaw@elist.shreveportbar.com ; Family Law, sba_familylaw@elist.shreveportbar.com ; General Law, sba_generallaw@elist.shreveportbar.com ; and Oil and Gas, sba_oilandgas@elist.shreveportbar.com . Type in a subject line describing the content of your message just as you would with any other e-mail. Type your message in the body and send it. It will be delivered in a matter of minutes to the people subscribed to the list.

6. How do I change my e-mail address for a specific eLIST?

You can access the “change e-mail address” option from the log-on screen (for each list in which you subscribe) or contact the SBA staff at info@shreveportbar.com with a request to update your information. Please include your name, old e-mail address and new e-mail address.

7. How do I change my eLIST password or get a reminder of a forgotten password?

From the eLIST log-in screen, select “get a new password” and follow the prompts.

8. I received a message but cannot reply. What is the problem?

eLIST will only accept messages from the e-mail address with which you registered. You have to remember to change your e-mail address to match the list to which you are subscribed.

9. Can I subscribe to a list without receiving e-mails?

Yes. The command is “set no mail” and then send. This is typically done when you are out of the office. When you return, you can reset the command to “set mail” and you will begin receiving mail again. If you prefer to no receive emails but would like access the content periodically, you would have to access the archives for viewing posts.

10. Does the eLIST have virus protection?

Yes, L-Soft, the company that hosts the eELISTice has built virus protection into the product.

11. I have a specific question on how to use the eLIST? Where do I find help?

You may contact the SBA staff at 222-3643 Monday through Friday from 8:30 a.m. to 5:00 p.m. or email info@shreveportbar.com.

USER AGREEMENT

By subscribing to a Shreveport Bar Association's (SBA) eLIST, subscribers agree to the terms and conditions contained in this agreement. This agreement may be modified from time to time and such modifications shall be effective upon their posting to the SBA website (www.shreveportbar.com). Subscribers to any of the SBA eLISTs certify that they are members of the SBA. Members are solely responsible for use of and conduct on the SBA's eLISTs. Subscribers to any and all of SBA eLISTs agree to the following as a condition of participation:

1. SBA eLISTs will not be used to advertise products or services. This prohibition includes notices of Continuing Legal Education (CLE) programs sponsored by any entity other than the Shreveport Bar Association.
2. eLIST postings are not privileged, confidential, or, in the event of litigation, protected from discovery. Therefore, participants should not post any message that they would be embarrassed or concerned to see made public.
3. eLIST discussions should be limited to legal issues and to the business of the area of law for which it was established.
4. The purpose of the eLIST is to facilitate the ready exchange of information so as to enable members to better serve clients, and meet professional obligations. The eLIST will not be used to send messages:
 - Which are jokes or items for sale.
 - Containing defamatory, abusive, profane, threatening, offensive or illegal information or materials.
 - Containing copyrighted materials or information without the consent of the copyright owner.
 - That could be viewed as anticompetitive or raise issues under antitrust laws. For example, discussing any of the following subjects on the SBA eLIST is not permissible and must be avoided: (1) employee wage rates, (2) fees charged for legal services, (3) exclusion from the market of lawyers who fail to insist that clients receive and pay for a particular "package" of services in connection with a transaction; OR (4) exclusion from the market or the injuring of non-lawyers, whose activities threaten economic harm to lawyers.
 - None of the information or material obtained from the eLISTs will be sold or distributed for profit under any circumstances.
 - All communications on the eLISTs will be used for business purposes only and in accordance with these procedures. All eLIST posts are subject to periodic audit and monitoring by SBA staff members as well as the eLIST contractor for business and security purposes.
 - Users of the eLIST may be held individually liable for any communications they send on the eLISTs, including but not limited to defamatory, discriminatory, antitrust, anti-competitive, false or unauthorized information. Users also must comply with all state and federal copyright, trademark and patent laws and regulations.
 - By using the SBA eLISTs, users agree to indemnify, defend and hold harmless, the Shreveport Bar Association, Shreveport Bar Foundation, Krewe of Justinian, their subsidiaries, affiliates, officers, agents, parents, insurers, successors or assigns from and against all loss, claims, demands, causes of action, liabilities, expenses, including reasonable attorney's fees and costs arising from any claim arising out of or resulting from in whole or part any breach of agreement by the user or any omission or act taken by the user. In no event will the Shreveport Bar Association be responsible to the users for any indirect, consequential, special or punitive damages or losses users may incur in connection with any SBA eLIST or any of the data or other materials transmitted through or residing on any SBA eLIST, even if the Shreveport Bar Association has been advised of the possibility of such damage or loss.
 - The SBA may remove any user from any or all eLISTs for violation of this agreement.