

The OWLS board of directors updated this etiquette based upon feedback from the 2010 member survey.

The listserv etiquette is:

LAW-RELATED EMAILS: No need to list these spam in the subject line: Announcements about OWLS and OWLS chapter events; job announcements; lawyer referral requests; law inquiries (be very general in your factual background statements – we have judges, and possibly your opposing counsel on this listserv)

NON-LAW-RELATED EMAILS: Please label messages that do not fall into the above category as follows: Any non-law related email, other than relevant discussions (see below) should have this label in the email subject line.

SPAM emails must also include the geographic location so listserv members around the state can easily determine relevance to them ie [SPAM-HERMISTON]

[SPAM POLITICAL]: Any non-law related email that is political in nature.

[DISCUSSION]: Any email that is intended to trigger a discussion among listmates. Please limit your discussions to topics relevant to OWLS' mission: to transform the practice of law and ensure justice and equality by advancing women and minorities in the legal profession.

REPLYING TO MESSAGES: Please direct your reply ONLY to the person who sent the email so we do not clutter email in-boxes with replies. If a message is labeled [DISCUSSION], you may respond to the listserv. Please make sure the [DISCUSSION] label is kept on the message title.

TONE: Please use a respectful, professional tone.

OUT OF OFFICE MESSAGE: If you create an Out of Office message, please program it so it does not go to the entire listserv. If you are unable to make this work, you can set up another email account to use for sending and receiving OWLS listserv emails and not set any auto-respond messages on that email account. You can use auto-forwarding to have the messages sent from your new email account to your main email account, so that you do not need to constantly check your second email account.

IDENTIFY YOURSELF: If your name is unidentifiable through your email address, be sure to include it in the text of your email.

Members posting in conflict with this etiquette will individually receive a gentle reminder. This unmoderated listserv is a benefit for OWLS members only. The etiquette reflects the best compromise for the listserv to be useful and user friendly. If you have questions about the listserv, are unsure about whether your message is appropriate, how it should be labeled, or if your post does not seem to have gone through, contact oregonwomenlawyers@oregonwomenlawyers.org.

Thank you.

Oregon Women Lawyers