

FLORIDA NELA E-MAIL DISCUSSION GROUP GUIDELINES

\$ Participants in the Florida NELA e-mail listserve are required to be members of Florida NELA. Members are qualified to participate after an approval process. However, we cannot identify members who allow others to use their email for the purpose of participating in the list. If you suspect that someone on the list is not a member of Florida NELA, or no longer qualifies for membership, please report it to the list administrator.

\$ All postings are confidential. These e-mails should not be forwarded or made available outside the group. We try to enforce confidentiality, but don't fall victim to a false sense of security. Limited safeguards are in place to insure the confidentiality of the group. However, a group participant can forward messages to anyone else in the world with an e-mail address. E-mails can also be printed and faxed or mailed. Please keep this in mind when participating in the group discussions.

\$ Violation of the confidentiality rule will be grounds for revocation of access to the listserve.

\$ Persons in a member attorney-s firm who are not members of Florida NELA should not send or receive messages.

\$ Every participant in the group should have an up-to-date anti-virus program installed on each computer from which messages are sent or received.

\$ Change the subject line each time you post a new message. Make the subject line match the content of the message. Do not leave the subject line blank.

\$ When you change the subject or post a new topic, snip the posts, which means delete all the old messages before composing a post on a new subject.

\$ However, if you are continuing a discussion on the same subject, leave the prior messages in that same thread intact so your listmates may easily see what you are responding to. If you are using AOL or a similar service, it will not automatically attach the message to which you respond. You must paste in what you are answering. Please understand that most of the time your failure to do this will leave you talking to yourself. The readers will not recall what message you are answering.

\$ Sign your name to the end of your post. Many e-mail addresses give little or no indication of the author-s identity.

\$ Disagreements are inevitable, welcome, and useful. Nobody should be

intimidated from expressing a contrary point of view or engaging in a debate. Some debates will be robust and vigorous and we will all benefit from it. All we ask is that debates be constructive and respectful.

§ Please do not post messages in ALL CAPS. It is considered shouting.

§ Please refrain from using decorative borders and colored backgrounds. This makes it unnecessarily difficult to respond to your message.

§ There is no such thing as a stupid question in this forum. The most advanced and experienced practitioners in our group are happy to show their ignorance on certain fundamental questions and are surprised and delighted about what they learn from beginners with a fresh perspective.

§ When discretion allows, please post questions to the entire group rather than sending private messages to the individual or two whom you think best suited to answer. Do not make unpaid law clerks or research assistants of the more frequent contributors. Some of the best answers come from those who participate infrequently. Give them a chance to educate all of us. Answering to the group feels like public service rather than private benefit and may warrant some extra effort and a better answer. There will, of course, be times when a genuine need for privacy or confidentiality warrants seeking counsel from individual members.

§ In a group this intimate, Aspam® is difficult to define, but we know it when we see it. We want to know that you have won or lost a case or that you are now taking cases in some different area of employment law. We want to know that you have a job opening in your firm or that you have a new associate or have merged with another firm or have moved. We even want to know that a child or grandchild was born. Or that you published something. We do not want to hear that you answer questions like ours for a fee or that if we had purchased your publication we would not be in this fix in the first place. Nor do we want to hear that you or yours are selling some product or service or are collecting for some charity.

§ The Internal Revenue Code does not permit NELA's resources, including this listserve, to be used for political purposes. Do not endorse or ask for support for candidates for public office. Do not ask for money or support for political parties. Such posts will be deleted and repeat offenses will result in revocation of posting privileges.

§ Above all else, this forum exists to reduce the sense of isolation and vulnerability of plaintiffs= employment lawyers in Florida. These guidelines are not aimed at stifling or discouraging discussion. They are aimed at facilitating discussion by letting all participants know what is expected so all are comfortable posting to the group.

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