



AKACDL

ALASKA ASSOCIATION OF CRIMINAL DEFENSE LAWYERS, INC.
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AKACDL LISTSERV PROTOCOLS

The AKACDL Listserv was designed to easily share information and ideas throughout the criminal defense community and its usefulness is proven every day to criminal defense attorneys and investigators across the state. As the Listserv grows in size, the number of daily e-mails on the Listserv will increase dramatically. These standards are designed to give guidance to AKACDL members about the proper use and operation of the Listserv.

If you have any questions about the use standards below, or if you would like to be added or removed from the AKACDL listserv for any reason, please contact AKACDL Director Darrel Gardner at (907) 646-3406 or Darrel_Gardner@fd.org.

AKACDL Listserv Standards for Use

The following standards are intended to promote the professional, fair, efficient, and effective use of the Alaska Association of Criminal Defense Lawyers' Listserv. The primary purpose of this membership benefit is to promote the goals of AKACDL and its members as to the practice of criminal defense. Use of this resource is a privilege, and all members are expected to use the Listserv in a professional and responsible manner in compliance with these standards.

LISTSERV MAINTENANCE and TECHNICAL ISSUES

Group Email Address – The group email address is akacdl@googlegroups.com. If you set up a Google account (free), you will have access to the entire archive of AKACDL listserv messages.

Test Messages - Do not send test messages unless an AKACDL Board member instructs you to. If you post a message and don't see it, contact AKACDL for help.

Address Changes, Vacation, and Removal Requests - Address changes, and vacation or other removal requests, should not be sent to the Listserv. Please follow the simple instructions at the bottom of any listserv message to unsubscribe. Contact Darrel Gardner (Darrel_Gardner@fd.org) with a new e-mail address, with requests to temporarily suspend the Listserv, and with all other technical requests.

Virus Protection - Please install and use anti-virus software, upgrading it regularly (two reputable companies are Norton and McAfee). Because it is often through attachments that viruses are spread, we recommend that you not use them except to attach a document that people have asked for specifically. If you are writing your question or comment in a word processing program, instead of sending it as an attachment which might not be read by anyone, copy it and paste it into your e-mail. Please set your email program options so that your message is sent in plain text.

Matters Unrelated To The Profession of Criminal Defense - The Listserv is intended primarily to provide for the exchange of information useful to the membership's practice of criminal defense law or related support functions. When the Listserv gets bogged down in messages related to personal political opinions, petty bickering or other esoteric matters, it loses its value as a membership tool. Please do not use it as a personal soapbox on matters unrelated to the membership's professional concerns. Also, please do not post lengthy attachments (over 150k). Lengthy attachments bog-down slow Internet systems and take longer to download.

MESSAGE PROTOCOLS

Identity - All messages must identify the sender by name and provide the sender's individual e-mail address.

Subject Line Message Content - All messages should have a descriptive phrase in the subject line about the content of the message. As the size of the Listserv membership grows, use of the subject line becomes more important so that readers can tell if they need to read the whole message and so that readers can search the AKACDL Listserv Archive (requires a free google account).

Responses and Replies - All responses should refer in some way to the original message so that others can follow the thread and better understand the response. You can do this by referring to the original in your reply or you can do it by setting your email preferences to quote the original in your reply.

Rely to Author or Reply to Listserv - Remember that clicking “reply” to a Listserv message sends your message to every member of the Listserv. Reserve the “reply” tool for the transmittal of information that may help others. If you intend to reply to the author only, copy the author’s address from the original message and paste it into the “send to” line. If you see that the author’s e-mail address is highlighted and underscored in the original message, you should be able to click on it to reply to him or her without cutting or pasting.

Unnecessary Replies - Replies that simply convey messages such as “Yes” or “me, too” or “thank you” or “I agree” or “could I have one, too” or “Congratulations” (unless you are reporting a case for someone else and including details) create clutter; please consider whether you should post to the individual rather than the entire Listserv.

Personal/Private Replies - If you are uncomfortable spreading information about an individual or other matter over the Internet via the Listserv, then please email a private reply or call the person who posted the inquiry. If you think other colleagues on Listserv might want to know that you have information responsive to the inquiry, but you don't want to put the information in writing, ask that you be called privately, and provide some context that indicates why your information may be helpful. For example, “Call me, I had a case in that courtroom last year week,”...or “he is my next door neighbor,”...or “I worked with her when I was a deputy D.A.” This will help others, especially when searching the archives a few months later, to better judge the kind/quality/timeliness of information that the "call me" person might have.

Off Topic Material – Off topic postings are discouraged. However, if you must post something that is not directly related to the professional concerns of the AKACDL membership, please make sure that the subject line indicates “OFF TOPIC” or “O.T.” so that it can be more readily detected and/or deleted by the members. Please use discretion when posting “O.T.” messages.

Professional Discourse –The AKACDL Listserv is a professional tool designed to encourage the exchange of ideas among those committed to the defense of the accused. The AKACDL Board does not monitor Listserv posts for content. Members are required to maintain a high level of professional discourse in all posts and replies. Inflammatory posts and posts that erode the professional nature of the Listserv (regardless of content) must be avoided.

CONFIDENTIALITY AND PROFESSIONALISM PROTOCOLS

Confidentiality – Although true “confidentiality” cannot be maintained or guaranteed with this medium, all messages posted to the AKACDL Listserv shall be considered the confidential property of the sender and AKACDL. Messages should not be forwarded or otherwise disseminated to non-AKACDL members without the consent of the AKACDL Board.

Listserv Access By Non-AKACDL Members -Use of the AKACDL Listserv is a membership service and this privilege attaches to the AKACDL member. Non-members should not have access to or be permitted to participate in Listserv discussions. Members should take reasonable precautions to prevent non-AKACDL members from accessing any e-mail or attachments obtained from the AKACDL Listserv.

Personal Attacks and Veracity - Personal attacks on other AKACDL members are prohibited, as are messages that are knowingly false or misleading. Use caution not to defame others (e.g. judges, prosecutors, other attorneys,

experts). If you wouldn't put it on paper and pass it around a room of 600 lawyers, it probably should not be posted to the Listserv. You can disagree with the ideas of others, but avoid personal attacks.

Research Basis and AKACDL Endorsement - It is prudent for anyone acting on advice received over the Listserv to verify it through his or her own research. AKACDL does not adopt positions or opinions expressed on the Listserv simply because they were posted.

ENFORCEMENT, SANCTIONS, AND REMOVAL FROM THE LISTSERV

AKACDL is made up of professionals that have high standards for professional conduct and the AKACDL Listserv is intended to be used primarily as a professional tool. The AKACDL Board of Directors will not police or screen Listserv messages for "Protocol Compliance." Imposing sanctions for any breach of listserv protocols outlined above is an extreme step; however, it is one that AKACDL will take to preserve the professional nature of this tool. Any member may be removed from the Listserv for breach of any of the protocols outlined above including causing or contributing to the breakdown of professional discourse on the Listserv. However, a member may only be removed from the Listserv by a majority vote of the AKACDL Board of Directors.