

Listserve Etiquette for Members

Below are some standard best practices for participating in a Listserve discussion.

POSTING A MESSAGE (as referred to as STARTING A THREAD)

Check the Archives

Before posting a new question or comment, visit the [listserve archives](#) to see whether the issue has previously been discussed.

Appropriate Subject Matter of Postings

Please do not send messages that aren't relevant to this subject or audience.

Don't type in ALL CAPITAL LETTERS

Typing messages in all capital letters is the Internet equivalent of shouting and may be considered rude.

Maintain Professional Standards of Conduct

It is important to remember that each Listserve is a business forum of the California judicial branch. Please adhere to commonsense protocols such as courtesy, brevity, and respect for others. If the listserve administrator flags your e-mail twice, your subscription will be suspended.

POSTING A REPLY

Responding to the List vs. Responding to Individual

Please make sure to click **Reply to All** to respond to all members in the group.

(If your reply adds new information or commentary on the thread, **reply to all** and not the individual poster. If your reply is simply a personal note or a thank you, then reply only to the individual.)

Sending Attachments

Sending a file attachment (i.e. a press release or newsletter) is discouraged. Instead, members should send attachments to the sender directly. The listserve administrator will contact the sender and request copies of the forwarded attachments to be posted to the online knowledge center.

RECEIVING REPLIES.

Share Knowledge

Your listserve peers may inadvertently reply to you instead of replying to all. Please forward these messages to the listserve if they are contributions to the topic.

Privacy

The AOC and the Judicial Council rely on your discretion to not forward listserve emails outside the network or distribute confidential or personnel-related content through the listserve.