

## **CBA Listserve User Guidelines**

Listserve (email groups) will be created for all CBA-sponsored committees or task forces. Members of CBA committees will be automatically enrolled in that committee's listserve, and can unsubscribe at any time. The groups are:

- unmoderated, any member of the listserve group may initiate an email message (but will not be sent until a CBA staff member verifies that no virus is contained in the message/attachment)
- private, only CBA committee members will be able to receive the listserve emails
- set to send replies back to the sender.

The listserves established by this policy have been designed as a benefit exclusive to CBA members, and non-members may not be added to the group unless and until dues are paid in full. The listserves are established purely for business purposes and may not be used in any manner to promote or otherwise transmit information and/or material that interferes with, or in any way undermines, the stated goals and mission of the CBA as outlined in the Code of Regulations. The Ohio Code of Professional Responsibility and rules governing the conduct of attorneys licensed to practice in the State of Ohio shall apply to all business and/or information transmitted via CBA listserves. The CBA reserves the right to remove from listserves any person who violates these rules.

The following activities are deemed improper and prohibited:

- (a) uploading, posting, emailing or otherwise transmitting any Content that is unlawful, harmful, threatening, abusive, harassing, tortious, defamatory, vulgar, obscene, libelous, invasive of another's privacy, hateful, or racially, ethnically or otherwise objectionable;
- (b) harming minors in any way;
- (c) impersonating any person or entity, including, but not limited to, a Columbus Bar employee, or falsely stating or otherwise misrepresenting your affiliation with a person or entity;
- (d) creating false, misleading or duplicative addresses for group members in order to disguise the destination of any Content transmitted through the Service;
- (e) forging headers or otherwise manipulating identifiers in order to disguise the origin of any Content transmitted through the Service;
- (f) adopting of names and addresses for the purpose of cybersquatting;
- (g) uploading, posting, emailing or otherwise transmitting any Content that you do not have a right to transmit under any law or under contractual or fiduciary relationships (such as inside information, proprietary and confidential information learned or disclosed as part of employment relationships or under nondisclosure agreements);
- (h) uploading, posting, emailing or otherwise transmitting any Content that infringes any patent, trademark, trade secret, copyright, publicity or other proprietary right ("Rights") of any party;

- (i) uploading, posting, emailing or otherwise transmitting any unsolicited or unauthorized advertising, promotional materials, "junk mail," "spam," "chain letters," "pyramid schemes," or any other form of such solicitation;
- (j) uploading, posting, emailing or otherwise transmitting any material that contains software viruses or any other computer code, files or programs designed to interrupt, destroy or limit the functionality of any computer software or hardware or telecommunications equipment;
- (k) interfering with or disrupting the Service or servers or networks connected to the Service, or disobeying any requirements, procedures, policies or regulations of networks connected to the Service;
- (l) intentionally or unintentionally violating any applicable local, state, national or international law, including, but not limited to, regulations promulgated by the U.S. Securities and Exchange Commission, any rules of any national or other securities exchange, including, without limitation, the New York Stock Exchange, the American Stock Exchange or the NASDAQ, and any regulations having the force of law;
- (m) "stalking" or otherwise harassing another;
- (n) harvesting or otherwise collecting information about others, including email addresses, without their consent.

Users acknowledge and agree that the Columbus Bar can display images and text throughout the Service, including the insertion of sponsor messages into messages distributed on Columbus Bar mailing lists. Content received through the Service may be displayed, reformatted, and printed by you for your personal, non-commercial use only. Users agree not to modify, copy, reproduce, republish, upload, post, transmit, sell or distribute in any way Content available through the Service, including code and software. The CBA reserves the right to remove from listserves any person who violates these rules.

### Listserve Troubleshooting Tips

If you suddenly stop receiving the listserve notices, the problem might be:

- the listserve notice is being stopped or delayed by a spam filter or a new setting on an existing spam filter
- your email address changed and has not been updated with the Columbus Bar
- you've inadvertently clicked "unsubscribe" when closing one of the listserve messages

Feel free to contact the Columbus Bar if you have any problems receiving listserve notices!

Questions or comments regarding the CBA's use of listserve services should be directed to Donna Sweet at 221-4112 or via email to [donna@cballaw.org](mailto:donna@cballaw.org)