

## LISTSERV INSTRUCTIONS

Welcome to the Greater Chicago Chapter (“the Chapter”) Small and/or Mid-size Firm Listserv, which is for the exclusive use of the Chapter’s members. The listserv is a closed list, which means that **no one but subscribed members should send messages and they should not be forwarded to non-members**. Nonetheless, the absolute confidentiality of messages posted here cannot be guaranteed. The Chapter board members will monitor this listserv for inappropriate postings and appropriate action will be taken.

When you first become a new member, you are automatically put on the respective listserv according to your firm size. Small firms are up to 25 attorneys and mid-size is aimed for firms with 26 or more attorneys. If you choose to be on both listservs, you will need to subscribe as noted below.

The following information will instruct you how to post and reply to messages as well as to unsubscribe and re-subscribe yourself when the need arises.

### HOW TO SEND A MESSAGE:

Simply send an e-mail to:

(Small Firms)

[chialasmall@lists.firmseek.com](mailto:chialasmall@lists.firmseek.com)

(Mid-size Firms)

[chialamid@lists.firmseek.com](mailto:chialamid@lists.firmseek.com)

### HOW TO REPLY TO A MESSAGE:

If you wish to reply to the message, click REPLY TO ALL. Hitting REPLY will forward the message to the sender only.

### HOW TO SUBSCRIBE OR UNSUBSCRIBE FROM THIS LIST:

Please contact one of the following persons:

the Membership Director

the Small Firm Director

the Mid-size Firm Director.

### IF YOUR E-MAIL ADDRESS CHANGES:

All communications regarding e-mail address changes, status change, job change, etc., should go to the Membership Director

### WHERE TO REPORT PROBLEMS:

Questions or problems of a technical nature should be directed to the Communications/Website Director.

Questions relating to listserv topics and related matters should be directed to your Past President.

When in doubt, you can always contact the Membership Director.

## LISTSERV GUIDELINES

The Chapter wants to protect the rights of all listserv users, to comply with copyright, antitrust and other regulations, and to prevent violations of the law. Therefore, by participating in the listserv you agree to abide by the following guidelines and agree to the disclaimer appearing at the end of this posting.

1. Check the “To:” address line to be certain your message will be sent to your intended recipient. Also, have the “subject” line be applicable to the content of the email.

2. Listserv messages and threads should not be forwarded to non-chapter members. If an individual on the Listserv forwards a message to a non-member, the board, at its discretion, may terminate that individual’s participation on the listserv for a period of three months. A second violation may result in permanent removal from the listserv.

3. This is a discussion group where opinions are welcome but challenging or attacking others is not. Do not post negative information about a firm, member, or vendor.

4. Do not post commercial messages, jokes, or defamatory, abusive, profane, threatening, offensive or illegal materials.

5. There can be no discussion of compensation, salary ranges, raises or bonuses on this listserv. We cannot discuss profits, profit margins or cost data; market shares or customers. Resumes and job postings are permitted.

6. Messages should not be posted if they encourage or facilitate members to arrive at any agreement that either expressly or impliedly leads to price fixing, a boycott of another’s business, or other conduct that is intended to illegally restrict free trade.

7. Do not post information or other material protected by copyright without the permission of the copyright owner. By posting material, the posting party warrants and represents that s/he owns the copyright or has received permission from the copyright owner.

8. The Chapter reserves the right to terminate access, without notice, to any user who does not abide by these guidelines.

**DISCLAIMER:** This listserv is provided as a benefit of the Chapter. The Chapter accepts no responsibility for the opinions and information posted by others herein. The Chapter disclaims all warranties with regard to information posted, including all implied warranties of merchantability and fitness. In no event shall the Chapter be liable for any special, indirect or consequential damages or any damages whatsoever resulting from loss of use, data or profits arising out of or in connection with the use or performance of any information posted on the listserv.