

Electronic Procedure Guide for Local and Specialty Bars (LASBars)



October, 2008

This document will be available in
pdf on-line at

<http://www.msba.org/links/md/index.htm>

Electronic Communication Procedure Guide

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Listservs

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General Information

- **GENERAL INFORMATION**
- The MSBA provides listservs for local and specialty bar associations.
- There is no cost to set up the listservs.
- A Local and Specialty Bar may have as many listservs as it needs
 - There can be announce listservs for all its members
 - There can be listservs for officers
 - There can be committee listservs
- The Local and Specialty Bar is free to give the list(s) any name but the address after the @ will be @lists.msba.org.
 - Ex. WorcesterCountyBar@lists.msba.org or HarfordCountyExecComm@lists.msba.org
- **All** listservs have the following MSBA staff on the list for technical reasons.
 - Director of Law Office Management Assistance
 - Director of IT
 - IT Assistant
 - Web Coordinator
 - Web Assistant
- Addresses for all Local and Specialty Bar Association Listservs can be found at the MSBA Website under www.msba.org and then Legal Links/Local Bars
- Or <http://www.msba.org/links/md/index.htm>

Set up procedures

Decisions local/specialty bars must make:

1. Type of list such as committee, full membership, announcements, discussions. Most LASBars use them for announcements to their membership and/or various committees within the Bar.
2. Name of list that will come before the @lists.msba.org
Ex. TalbotCountyBarAssociation@lists.msba.org OR
HarfordCntyExecCom@lists.msba.org
3. Whether the list will be "announce only" which means members can reply to the sender but will not be used for discussion or "discussion" which will allow members of the list to have their responses seen by the entire list.
4. For full lists, you will also want to decide if you want to have all of your members automatically put on the list and given the opportunity to "Opt Out" or invite them to join. (We recommend the "Opt Out" type of list.) Members will be able to "Unsubscribe by clicking on a link at the bottom of each message.
5. For Committee lists, members would automatically be added
6. Since all of LASB members are not MSBA members, you will need to provide us with a list of all your members that you want included on the list and their emails in *Word* or *Excel*.
It is the responsibility of all local and specialty bars to forward any changes, additions or deletions to the MSBA.
7. Send all details to John Anderson at janderson@msba.org. You may also contact Pat Yevics at pyevics@msba.org or 800-492-1964, ext 3039 with questions.

More Details and More Decisions

- For Announce Only listservs, members can respond but the response will ONLY go to the person who sent the message. No other listserv members will see the response.
 - You will also need to decide who is allowed to send messages to an announce listserv.
 - We recommend that you limit it to a few people. Only those individuals you designate will be allowed to send messages and only from the email address on file.
- Decide whether or not you want the Announce listservs to accept attachments.
 - You can send links to additional information if you chose not to allow attachments.
 - If you allow attachments, you should not send too large a file.
- Small committee listservs can accept attachments.
- Full member discussion listservs will NOT be allowed to accept attachments.
 - Most Listservs have the replies go to the individual who sent the message. To send the message to the entire list, you have to hit Reply to All.
- Although many MSBA staff are on the lists, the staff does NOT monitor posts or comments. If there is a problem with listserv postings, please contact Pat Yevics at pyevics@msba.org.

Local & Specialty Bars

Baltimore County Bar Association	Baltimore Co Bar Association Tech Comm	Send Message
Black Women's Bar Association	Black Women's Bar Association	Send Message
Calvert County Bar Association	Calvert County Bar Association	Send Message
Frederick County Bar Association	Frederick Co Bar Assn Executive Committee	Send Message
Harford County Bar Association	Harford County Bar Association	Join List Send Message
Maryland Gay and Lesbian Bar Association	Maryland Gay and Lesbian Bar Association	Send Message
Prince George's County Bar Association	PGCBA Family Law Section	Send Message
Washington County Bar Association	Washington Co Bar Association	Join List Send Message
Wicomico County Bar Association	Wicomico Co Bar Association	Join List Send Message
Local and Specialty Bar Presidents	Local and Specialty Bar Presidents	Send Message

DISCLAIMER: The MSBA is not responsible for any opinions or statements on the Listserve. The MSBA disclaims all warranties with regard to the information posted whether posted by the MSBA or any third party. This disclaimer includes all implied warranties of merchantability and fitness. The MSBA has no liability for damages and/or injuries including but not limited to, special, indirect or consequential damages or any damages whatsoever arising out of the use or performance of any posted information. Defamatory, abusive, profane, offensive, illegal or unauthorized copyrighted material is not permitted. Persons posting any information represent and warrant that the material is either original in all respects or that permission to reproduce the materials has been granted by the copyright owner. The MSBA reserves the right to terminate access to any user who does not abide by these guidelines.

List of all listservs.
Can join and send messages from here

The screenshot shows the MSBA website header with the "Electronic Bar Briefs" banner. Below the banner is a navigation bar with "MSBA Home" and "Contact Us" buttons, and a "Become a Member" link. On the left is a "Member Directory" sidebar. The main content area is titled "MSBA Listservs" and contains three links: "Listserv Rules", "Listserv FAQ", and "How to login to view message archives." Three arrows point from these links down to a text box.

A link to Rules, FAQ's and how to search archives is available at
http://www.msba.org/sec_comm/listserves/index.htm

Listserv Rules

These Rules are sent to ALL listservs once or twice each year as a reminder

- **LISTSERV RULES**

- The Maryland State Bar Association provides these listservs as a benefit to its members. The purpose of the listservs is to facilitate communication between members of the various committees and sections. The listservs are to be used only for the discussion of related MSBA issues or other legal-related discussions.
- We will send these Rules of Etiquette (“Netiquette”) to the listservs on a regular basis as a friendly reminder for long-time users and as valuable information for newcomers. The subject header will be Rules of Etiquette.
- If you have any comments, additions, deletions or changes to these rules, please forward them to John Anderson, MSBA web coordinator. His e-mail address is janderson@msba.org. If you experience any problems with other members on the list not adhering to these rules, please contact Pat Yevics, Director, Law Office Management Assistance at pyevics@msba.org.

- **GENERAL DISCLAIMER**

- The MSBA is not responsible for any opinions or statements on the Listserv. The MSBA disclaims all warranties with regard to the information posted whether posted by the MSBA or any third party. This disclaimer includes all implied warranties of merchantability and fitness. The MSBA has no liability for damages and/or injuries including but not limited to, special, indirect or consequential damages or any damages whatsoever arising out of the use or performance of any posted information. Defamatory, abusive, profane, offensive, illegal or unauthorized copyrighted material is not permitted.
- Do not post any information or other material protected by copyright without the permission of the copyright owner. By posting material, the posting party warrants and represents that it owns the copyright with respect to such material or has received permission from the copyright owner. In addition, the posting party grants the Maryland State Bar Association and users of this list the non-exclusive right and license to display, copy, publish, distribute, transmit, print, and use such information or other material.
- The Maryland State Bar Association does not actively monitor email lists for inappropriate postings, and does not on its own undertake editorial control of postings. However, in the event that any inappropriate posting is brought to the attention of the Maryland State Bar Association, the MSBA will take all appropriate action.
- The MSBA reserves the right to terminate access to any user who does not abide by these guidelines.

- **ANTI-TRUST ISSUES**

- Do not post queries or information, and refrain from any discussion which may provide the basis for an inference that the members agreed to take action relating to prices, production, allocation of markets, or any other matter having a market effect. Examples of topics which should not be discussed include current or future billing rates, fees, disbursement charges or other items which would be construed as “price”, fair profit, billing rate, or wage level, current billing or fee procedures, imposition of credit terms. Do not post regarding refusing to deal with anyone because of his/her pricing or fees. Such discussions are strictly prohibited and the MSBA is not responsible for any such discussions.
- There is no organization too small or too localized to escape the possibility of a civil or criminal antitrust suit, and the penalties for violating federal or state antitrust laws are severe. The government’s attitude toward professional associations requires professional association members, as well as professional associations themselves, to at all times conduct their business openly and avoid any semblance of activity which might lead to the belief that the association members had agreed, even informally, to something that could have an effect on prices, fees or competition.

- **ATTACHMENTS**

- The list does not accept attachments. If you wish to send an attachment to an individual member of the list, you may do so but not to the list. You should get permission from a member of the list to send an attachment.

- **COPYRIGHTED MATERIALS**

- Do not post any information or other material protected by copyright without the permission of the copyright owner. By posting material, the posting party warrants and represents that he or she owns the copyright with respect to such material or has received permission from the copyright owner. In addition, the posting party grants MSBA and users of this list the nonexclusive right and license to display, copy, publish, distribute, transmit, print and use such information or other material.

- **INAPPROPRIATE POSTS**

- Do not forward jokes or any other messages via the listserv. You have no idea where it will eventually be received. The Internet allows for very easy forwarding and sending of information. If you would not send out the jokes or message on your firm’s letterhead, then do not forward it.
- **Do not send anything via e-mail you do not want to see in public**

- **ORIGINAL POST**

- When you are the person posting a question, be sure that you entitle it with a good, concise, explanatory title in the subject line.
- If you must post a long message, warn the other subscribers with a statement in the body of the message at the top: Example: WARNING: LONG MESSAGE.
- Make sure that questions and information posted to the email list is directly related to the purpose of the list. Avoid forwarding chain letters or other non-related messages to this, or any other list.

- **PROMOTION/SOLICITATION**

- The MSBA provides all sections and committees with listservs to assist members in sharing information, ideas and resources.
- The MSBA reserves the right to restrict promotion of products, services and programs not specifically endorsed by the MSBA. Only MSBA staff are authorized to post information about various MSBA programs, services and activities.
- Only MICPEL/MSBA sponsored CLE are to be promoted or advertised on the listservs.
- The email list is not intended to provide a forum for the promotion or advocacy of the beliefs of any other organization. Solicitations and endorsements for political candidates or requests for fundraising contributions are out of order.
- The MSBA does not provide e-mail addresses to outside vendors.

- **RESPONDING TO POSTS**

- Each section is given the option to determine whether it wants the reply to go ONLY to the person who sent the message or to the entire list. When you hit reply, please note whether the reply is going to the entire list or just the person who sent the message.
- If it is going to the person who sent the message and you want it to go to the entire list, hit "REPLY TO ALL."
- If when you hit reply, the address of the list is in the TO line, it will be sent to the entire list. If you want only to reply to person who sent the message, delete the list address and add the address of the person who sent the message.
- If you are responding to a post on a listserv, trim some of the original message. Avoid sending a reply that just says "Me, too" or some other short response. Keep messages short and to the point. If you are going to post a long reply or in some cases, a long rant, please indicate that in the subject header. Subject: Expert Witnesses - Long Reply.
- If your reply is simply a request to receive a copy of what someone has offered to share, or simply to agree with or thank someone, please do not reply to the entire group. Instead, send your response directly to the e-mail address of the person who posted the message by clicking on your "Forward to" button, and typing in or cutting and pasting in the e-mail address of the individual to whom you are responding.

- **SHOUTING/EMPHASIS**

- Emails written in all caps are interpreted as “shouting”. Use upper/lower case type in your posts. (Spell check doesn’t hurt either <g>!) The use of a row of symbols such as *&!@*^& denotes cursing and should not be included in your posts

- **SIGNATURES**

- ALL Emails must have signatures with at least your full name and telephone number. Autosignatures make this an automatic process. If you use an autosignature, you should keep its length to under 6 - 8 lines. Do not attach your vcard as part of your autosignature, as viruses can attach themselves to vcards.
- SUBJECT LINES
- Use a subject that adequately introduces the topic of your message, so people can quickly determine whether or not they will find it of interest. If you are changing the topic of a previous post you respond to, you should change the subject line of the post.
- *Do not send messages without a topic in the Subject box.*

- **SUBSCRIBING TO THE LISTSERV**

- One must first be a MEMBER of the listserv in order to post, and receive replies. In order to join a particular open listserv, go to http://www.msba.org/sec_comm/listserves/index.htm. You may subscribe to as many of the open listservs as you wish but you must subscribe to each one separately. Once you have subscribed you may post and receive messages.

- **TECHNICAL ISSUES**

- If you believe that there is a technical problem with the listserv, do not post to the listserv. Send a private post to MSBA web coordinator, John Anderson at janderson@msba.org.

- **UNSUBSCRIBING TO THE LISTSERV**

- At the bottom of all e-mail messages from the listservs is the ability to unsubscribe. You may unsubscribe at any time. You may also send a blank email to leave-listservename@lists.msba.org or send an email to janderson@msba.org with your name, email address used on the listserv and the listserv name.

- **VIRUS SCANNING**

- Viruses are destructive, both in terms of the damage they can do to computers, and in terms of lost billable time trying to get one’s computer back up and running. For this reason, participants of listservs have an extra responsibility to their fellow attorneys to employ a virus detection package, and to regularly update the virus definitions, so it continues to provide adequate protection.
- If you discover you have a virus on your computer, you should immediately contact John Anderson by telephone at 800-492-1964, ext 3036 and ask him to post a warning not to open any emails with attachments sent under your name.

Local & Specialty Bar Websites & Calendar Items

- Website Information p. 9
- Calendar Items on MSBA
website p. 10
- How to Submit an Event p. 11

Website Information

- All Local and Specialty Bar Associations are listed on the MSBA website.
- <http://www.msba.org/links/md/index.htm>

- President, President-Elect and link to website, if any is included.

Prince George's County Bar Association

Georgia Perry
Executive Director
 Phone: (301) 952-1442
 Fax: (301) 952-1429
 Email: gperry@pgcba.com

William J. Parker Jr.
 14753 Main Street
 P.O. Box 1844
 Upper Marlboro, Maryland 20772
 Phone: (301) 952-1052
 Fax: (301) 952-9890
 Email: parkerpoppp@aol.com

Garland H. Stillwell
 11785 Beltsville Drive
 Tenth Floor
 Calverton, MD 20705
 Phone: 301-572-3235
 Fax: 301-572-6655
 Email: gstillwell@omng.com

No. of Members: 1,200
Annual Meeting: June, 2009

- If there are other items, LASB would like added to their information, please forward it to Tim Livingston at tlivingston@msba.org.

MSBA CALENDAR PAGE

- All local and specialty bars are welcome to add calendar items to the MSBA Calendar Page.
- Go to www.msba.org, Calendar, Events Calendar, Submit an Event



NOVEMBER 2008					
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday/Sunday
					1 5th Annual Great American Mock Trial More Details
3 MSBA Executive Committee 2008 Maryland Bar Center	4 MSBA TAX SECTION/ MICPEL Event- Advanced Tax Institute Martin's West 6817 Dogwood Road Baltimore, Maryland 21244 More Information	5 MSBA Tax Section/ MICPEL Event- Advanced Tax Institute Martin's West 6817 Dogwood Road Baltimore, Maryland 21244 More Information	6 MSBA Tax Section/ MICPEL Event- Advanced Tax Institute Martin's West 6817 Dogwood Road Baltimore, Maryland 21244 More Information	7 MSBA 10th Annual Solo and Small Firm Conference www.msbasoloconference.org	8/9 MSBA 10th Annual Solo and Small Firm Conference www.msbasoloconference.org
MSBA Tax Section/ MICPEL Event- Advanced Tax Institute Martin's West 6817 Dogwood Road Baltimore, Maryland 21244 More Information	(Election Day, November 4, 2008)		MICPEL Event- Estate Planning Evening Series 6:00pm - 8:00pm Ecker Business Training Center 6751 Columbia Gateway Drive Columbia, Maryland More Information	MSBA Tax Section/ MICPEL EVENT- Advanced Tax Institute Martin's West 6817 Dogwood Road Baltimore, Maryland 21244 More Information	Worcester County Bar Association: 10TH Annual Autumn Afternoon of CLE DUI - The Machine and Other Issues Lunch: 12:00 to 1:00 Pm, Program: 1:00 to 4:30 Pm, Cocktails & Sunset: 4:30 to 5:30 Pm Fager's Island, in

LASB can enter their own events at any time. Submitting the event to the calendar will NOT mean it will be listed in the E-Newsletter. Information must also be sent to Pat Yevics for e-newsletter. Events can be added to the calendar at any time.

How to Submit an Event

[Member Directory](#)

[Members Only](#)

[Electronic Bar Briefs](#)

[Ethics Opinions](#)

MSBA Calendar of Events

Submit a New Event

Please enter your event information below and then press 'Submit New Event'. We will review your submission and post it in the calendar if it is appropriate.

Note: * denotes a required field.

* Date:  (mm/dd/yyyy)

Start Time: : a.m. p.m.

End Time: : a.m. p.m.

* Event Title:

Event Info:

Related URL:
(Flyer or Website where more info can be found about your event)

* Contact Name:

* Contact Email:

Organization:

Website:

Comments:
(to msba staff)

(Comments or special instructions)

Bar Brief/Events

- General Information p. 12
- Samples p. 13



- The MSBA will send information about Local and Specialty Bar Events/Programs once each month in its Events E-Newsletter.
- The MSBA Events will be sent on or near the fifteenth of each month and will include only events including MSBA events, MSBA Section and Committee events, local, specialty and other legal related events.
- All e-newsletters are sent out late in the day. E-newsletters are never sent on a Friday. If the 1st or 15th fall on a Friday, it will be sent the following Monday.
- Each month local and specialty bar presidents and Executive Directors will receive regular reminders about the upcoming deadlines.
 - You can send recent upcoming events or Save the Date information.
 - If there is a flyer, we will include a link to the flyer. We will also link to a website.
 - You must resend repeated information each month. We do not automatically repeat an event because we do not know if there have been changes. If we do not get information for a given month, no information will be in the Events.
 - The following information **MUST** be included:
 - Name of Bar Association and any co-sponsoring group
 - Date, time and location of event
 - Speakers
 - Cost, if any
 - Contact information
 - Whether or not NON-members are invited to attend. We reserve the right to not include any event that is for Local and Specialty Bar Members only.
 - **NOTE:** We will confirm all messages sent to us. If you do not receive a confirmation, it means we did not get it.
 - All information must be sent electronically.

This message is also available [online](#).

MSBA EVENTS

MARYLAND STATE BAR ASSOCIATION EVENT CALENDAR



April 2007

In This Issue...

- [Events](#)
- [MSBA Committee/Section Events](#)
- [Local and Specialty Bar](#)
- [Other Legal Events](#)
- [MICPEL Events](#)



Check the [MSBA Calendar](#) for other events and meetings.



Directions to most [MSBA Approved restaurants](#) are listed at the calendar.

Sent 15th of month and includes events only

LOCAL AND SPECIALTY BAR EVENTS Listed in reverse alphabetical order

This is information provided to the MSBA from the local and specialty bar associations. Please contact them directly at the emails or numbers listed for more details. All events are open to non-members UNLESS otherwise stated.

[PRINCE GEORGE'S COUNTY BAR ASSOCIATION](#)

For additional information on these event please contact the Prince George's County Bar Association at 301-952-1442.

General Membership Meeting

"A Celebration of Traffic School"
Oct 7, 2008, 6:00 PM – 8:00 PM
[Newton White Mansion](#), Mitchellville, MD
Cost: \$40.00 per person
Food and Drinks Included
Open to the Public

Memorial Service

November 20, 2008, 3:00 PM
[Upper Marlboro Court House](#), Courtroom 3400, Upper Marlboro, MD

All Local and Specialty Bar Association Events are listed in alphabetical order but in an effort to be as fair as possible to those bars such as the Worcester and Wicomico County, we alternate each month by listing them in reverse alphabetical order. (You can't get better member service than that.)

Surveys

- General Information p. 14-15
- Tips p. 16
- Samples p. 17

General Information

- The LASBar creates its own questions and submits them to us in *Word* format.
- We use these questions and create the online survey using Zoomerang. We may have to make some adjustments to accommodate the software.
- We will send the LASBar designee a draft of the on-line survey which you can review and make changes.
- You will tell us what changes to make and we will send you a corrected draft for you to review.
- When the committee/entity agrees that the survey is finished, we will create the final on-line version.
- It can take anywhere from one to four weeks to "Launch" a survey once we get the questions. The time will include how quickly the entity "Okays" the final product.
- There are some items to consider regarding the questions:
 - A.. Will there be mandatory questions that must be answered to move to the next question?
 - B. Will survey takers see all the questions or will there be "skip" logic which moves survey takers to different questions depending upon the answer. If you use skip logic those questions **MUST** be mandatory. (i.e., they must be answered to move forward)
 - This works best with Yes and No answers. A "Yes" answer would take you a different next question than a "No" answer.
 - C. Questions can be multiple choice and open ended which will allow for text answers.

More Information

- All replies are confidential although you can ask for demographic information, including names.
- The Entity can inform its members about the survey in a number of ways:
 - a. Send a postal mailing to all its members announcing the survey with the URL of the survey.
 - b. Send an email to your members with a link to the survey.
 - c. Post a notice in the your newsletter and/or on your website.
 - d. Announce at local/specialty bar meetings.
- The survey is taken by sending a link to a website. You can send the link in an email message or you can put the link on a page on the MSBA website and direct them to the site.
- Results can be made available in three ways:
 - To everyone who takes the survey.
 - To any number of people your Bar wishes to designate.
 - This allows these people to review the results on-line. (We recommend this as it is very easy to see the results any time)
 - Only to MSBA staff who will forward results to you.

TIPS

In an article entitled "Web Based Surveys: Changing the Survey Process" (http://www.firstmonday.org/issues/issue7_12/gunn/) by Holly Gunn, there was detailed discussion on the concerns and advantages of web based surveys. There was also some interesting items on designing a survey. According to the article "many of the same principles that govern other surveys apply to Web surveys." Some of the tips that were offered are:

1. keep the questionnaire brief and concise
2. place confidential or personal questions at the end of the questionnaire
3. have response categories in progressive order, usually from lower to highest
4. combine categories such as "seldom" and "never" together.
5. "that the first question was the most critical on the questionnaire and should be tied to the survey's purpose."
6. writing an introduction to explain the survey.
7. letting people know how long the survey will take and reporting on their progress
8. not forcing people to answer a question before moving onto the next one.
9. allowing people an alternative if they wish to print it and mail it.
10. reassuring people about confidentiality and privacy.

It also quoted another article about what to avoid:

1. open-ended questions
2. the response category of "other" that prevented respondents from selecting a provided category for a trivial reason
3. response scale proliferation, i.e., using a six or seven point scale when a four or five point scale would be sufficient and more distinguishable
4. asking participants to rank responses since research has shown respondents experience difficulty with ranking, especially with a list of more than six items.

THE MARYLAND STATE BAR ASSOCIATION, INC. [MSBA Home](#) [Contact Us](#) [Become a Member](#) [For Members Only](#)

[Home](#) [Council](#) [Join Section](#) [Council Procedures](#) [Join Listserv](#) [Links](#)

Member Directory

[Members Only](#)
[Electronic Bar Briefs](#)
[Ethics Opinions](#)
[FactCase](#)
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[Join The MSBA](#)
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[Contact Us](#)
[Departments](#)
[Legal Career Center](#)
[Legal Links](#)

Real Property Planning & Zoning

[By-Laws](#)

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[Take The Real Property Section Survey](#)

[Important Notice from Clerk of the Court, Circuit Court of Montgomery County](#)

Membership for
 COMMERCIAL REAL ESTATE ATTORNEYS'
 DISCUSSION GROUP 2006
[Renew or Join](#)

Income Tax Alert - NRS Withholding
[Increase in the Withholding Rate for Sale of Real Estate](#)

Can survey members

The purpose of the Section is to bring together for the furtherance of their mutual interest members of the Maryland State Bar Association concerned with the law relating to real property and the governmental control thereof, and in improvements and reforms in such laws through legislation or otherwise, and generally to promote the interest and welfare of the public and members of the Bar in the field of real property.



MSBA Real Property, Planning & Zoning Section 2006 Survey

Dear Real Property Section Members,
 The Section Council wants your feedback regarding the Section's activities and programs so that we can provide you with what you need to help you practice.
 The survey will take no more than 10 minutes to complete. Although we ask for some demographic information, the survey is completely confidential unless you choose to provide your name.
 If you have additional comments, please feel free to contact any Council Member.

Thomas Barbuti
 Chair



Contact Information

Pat Yevics

Director, Law Office Management
Assistance

800-492-1964, ext 3039

pyevics@msba.org

John Anderson

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Tim Livingston

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