

TO: Northwestern Law Students  
FROM: Northwestern Law SBA  
RE: Northwestern Law Listserv Policy



---

The all-law-students listserv <[ALL-LAW-STUDENTS@listserv.it.northwestern.edu](mailto:ALL-LAW-STUDENTS@listserv.it.northwestern.edu)> is owned/controlled by students and regulated by the SBA. The law school administration does not monitor or control the listserv and we would like to keep it as such. Sending e-mails on the listserv is a great way to ask if anyone has seen your phone you left in the atrium, to publicize student events, or to inform your classmates about career/networking.

Since there are hundreds of people on the listserv and the sheer number of e-mails could get out of control, we want to make it as easy as possible for everyone to properly filter incoming messages. Accordingly, the SBA instituted an e-mail subject line tagging protocol that we request everyone to follow. **In general, if you send an email to the listserv, either on behalf of a student group or in your capacity as an individual, it should include a legitimate tag of some kind.** *Note that tags are NOT case sensitive.*

#### **STUDENT GROUP/ JOURNAL TAGS**

Each student group and journal has a tag. *See attached PDF, "List of Tags 2015."* If your student group is not on this list, please e-mail the SBA Secretary. Whenever an email is sent on behalf of a student organization, the appropriate student org tag should be used.

#### **SPAM**

Any email that is not pertinent to a student group or journal, or is personal in nature should be tagged with [SPAM] in the subject line. Examples include, but are not limited to: emails looking for lawyers, any event not associated with the law school or student group, or lost and found emails.

Sometimes, you may choose to use a tag **in addition to [SPAM]** to specify the content of the email. Examples of such additional tags include, but are not limited to:

#### **LOST AND FOUND**

If you lose or find something of value at the law school, you should use the appropriate [LOST] or [FOUND] tag. However, these tags are advisory. **Note:** [SPAM] tags must also be used in these emails, and as long as the [SPAM] tag is used, then listserv protocol is followed

#### **NETWORKING/CAREER OPPORTUNITY/OTHER EVENTS**

If there is an event in the community that your colleagues can benefit from, you may use the [EVENT] tag.

#### **HOUSING**

If you know someone looking for a place to live or are subletting your place, you may use the [HOUSING] tag.

***\*\* Please keep in mind these above tag suggestions do not constitute an exhaustive list; AND are not a replacement for the [SPAM] tag, but rather an additional tag to clarify the email content.***

### **SELLING AND BUYING**

If you are selling or buying books, tickets, furniture, your cat, or other goods, please use Northwestern Law's Facebook marketplace first before sending an email <<https://www.facebook.com/groups/NLawMarket/>>. Should you resort to sending an email on the listerv, please use the appropriate [BUYING] or [SELLING] tag.

### **CREATION OF NEW TAGS OR INTENTIONAL ALTERATION OF TAGS**

Using [SP AM] or [SPAAM] or making up a tag that does not exist and someone may not be able to filter for, such as [I'm a 3L] is a violation of the listserv tagging protocol.

### **ABUSE OF THE LISTSERV**

One missed tag will not have you removed from the listserv; however, after two warnings, the third misuse will lead to temporary restriction from the listserv (ranging anywhere from a day to a month or longer, depending on the severity of the offense—subject to SBA discretion). Additionally, replying to emails and creating large email chains that do not seem to serve a purpose relevant to the Northwestern Law community are also considered abuse of the listserv. **Be careful about hitting reply-all if you intend to only reply to the sender.** Again, it is at the discretion of the SBA to determine whether or not a large chain of emails serves a relevant purpose.

In the past, listserv abusers have been completely banned from the listserv altogether. While this is not an ideal outcome, it is a consequence of sending offensive content or repeatedly violating the listserv protocol.

Do not abuse the listserv. While the Honor Code does not cover personal conduct, the University has a personal conduct policy that does apply to emails sent on the listserv. You are expected to treat your fellow classmates with respect, recognizing that demeaning, intimidating, threatening or violent behaviors are unacceptable. Be respectful in both the content of the emails and the volume of emails you send.

If you have any questions or are confused by anything in here, please feel free to contact your SBA Secretary.

To learn more about filtering emails, click here:  
<https://support.google.com/mail/answer/6579?hl=en>