

About ATLA Listserves

ATLA members are becoming more active in E-mail discussion groups, commonly referred to as “list serves”. ATLA list serves give individual members the ability to draw upon the collective knowledge of hundreds of colleagues. Learning how to utilize list serves as a secondary research tool makes ATLA’s list serves practically indispensable to your practice. If you can send and read email, you have all the skills needed to participate. This document will show you how.

What is the ATLA List Serve?

A list serve is an e-mail service that facilitates discussion about various topics among subscribers. Each list serve has a single E-mail address that receives and then forwards) a single message to the entire list serve subscribers simultaneously.

Once subscribed, you will be able to post a message to the list by using your e-mail client (MS Outlook, Eudora, etc) or a Web-based e-mail system such as Hotmail or Yahoo. Simply address a new message to the list serve’s e-mail address and the list serve will instantly distribute your message to all of the list’s subscribers in a matter of minutes.

ATLA’s List Expands Your Knowledge Net

Whether you’re a solo practitioner or a member of a law firm, list serves are a great resource because they are the equivalent of having hundreds of partners in your law office. Although the list can’t replace your own legal research and due diligence, you can save countless hours of research time by sharing strategies, asking fellow list members for advice on a particular case, or locating information on plaintiff and defense experts. When ATLA members receive your message they can respond by e-mail with tips, resources, strategies, and other information that you won’t find in a law library.

List Servers are Commonly Used To:

- share case strategies
- stay on top of current legal issues
- obtain information on plaintiff & defense experts
- exchange useful articles
- direct colleagues to other valuable resources

List Serve Do’s and Don’ts

- be objective; avoid subjective comments
- avoid congratulatory and chatty messages
- stick to questions and answers
- for sensitive responses, e-mail inquirers directly
- Re-Read before sending; once sent, there’s no way to stop a message
- Don’t list your client’s name in messages
- Don’t forward messages from the list to anyone (it can be tracked)

ATLA's List Serve Archives are Fully Searchable

Through ATLA's site you can search all of ATLA's list messages based on your custom search criteria. Best of all, you'll find that ATLA's search interface is faster than searching through mail messages stored locally on your own computer. Just watch for the word "Search" which appears in the header of every message – click on it to link to ATLA's site and search the list archive. If you're not already registered at the site, take time to register – you'll be glad you did. You can search the ATLA list messages since the inception of the list, and you can download File Attachments to messages. You should also consider searching the list archives before you post because it saves you and your colleagues time by avoiding questions that have already been asked. Plus, searching the list archives is just a good place to start your research.

New Expert Hyperlinking Helps Lawyers "Drill Down" On Expert History

When you receive a mail message from list containing a known defense expert in ATLA's database, you'll see that the expert's name will contain a hyperlink. Click on the hyperlink for a quick summary of what's available on the expert including documents, list messages and other databases. It's an amazing tool that connects you with more than 270,000 depositions and other items that may be useful in your investigation.

Key Benefits of ATLA's List

We encourage you take advantage of the list, even if you don't want to participate in the E-mail discussion. The fact is that there is a wealth of free information – and it's all instantly available at ATLA's Web Site. For questions about the ATLA list serves contact ATLA at (334)-262-4974