



## **NJDA LIST SERV - FREQUENTLY ASKED QUESTIONS (FAQs)**

- ***What is the NJDA List Serv/List Server?***

A series of email distribution lists meant to facilitate communication between groups of NJDA members about any series of topics. The List Server is hosted by Simplelists.com. Aside from the “All Members” list, which should be used by members **sparingly**, the Lists established by the NJDA are broken down into substantive law industries or topic areas. Do you have a question about an expert? Email the [experts@njda.simplelists.com](mailto:experts@njda.simplelists.com) distribution list. Do you have an upcoming trial and have a question about trial strategy? Email the [trial@njda.simplelists.com](mailto:trial@njda.simplelists.com) distribution list. All members of that list will receive your email and will have the opportunity to respond to you individually or to all members of the list as a whole.

- ***How do I join or unsubscribe from an NJDA List?***

Every current NJDA member who is current on their dues through 2020 will be automatically added to the “All Members” list; however, to view and join any other NJDA list, you must log-on to the Members Only area of the NJDA website (<https://njdefenseassoc.com/>) and subscribe to each list which you wish to join from the List Server page of our website. Your request to join will be submitted for administrator approval and you will receive an email once approval is granted. Once you are approved, you will have the ability to email the list and search archived emails from that list. Please note that you must be a member of each list that you wish to email.

- ***Can I search prior topics/emails on the List Server?***

Yes. Once you are a member of the list you can log-on to the List Server page from the Members Only Area of the NJDA website and access archives to any list which you belong. You can also access archives directly from Simplelists by visiting Simplelists.com then selecting “Login” and clicking “List Members.” You will be asked to enter your email address and click submit. You will be emailed a link that will allow you to access archives.

- ***How do I unsubscribe from a List?***

Every email you receive from the List will have an unsubscribe option below. Additionally, you can log-on to the List Server page from the Members Only Area (all the way top right side) of the NJDA website and Unsubscribe.



## New Jersey Defense Association

- ***What are the guidelines governing use of the NJDA List Server?***

The use of the NJDA List Server is governed by the NJDA List Server Agreement. All members using any of the lists agree that they have read and will comply with the terms of the NJDA List Server Agreement.

- ***Must I receive every email from all lists to which I belong each time one is sent?***

No. You can set your own preferences to receive emails in real-time or emails as part of a daily summary. To change your preferences, visit [Simplelists.com](http://Simplelists.com) then select “Login” and click “List Members.” You will be asked to enter your email address and click submit. You will be sent an email by Simplelists that contains a link to change your list delivery settings.

- ***Am I limited in the number of lists that I can join?***

No. Feel free to join as many lists as you wish; however, we stress that you should not send the same email to multiple lists.

- ***Are expert transcripts available on the List Server?***

It is expected that members may exchange emails that contain transcripts as attachments through the List Serv. These emails and their attachments can be searched through the List Server Archives as set forth above. We are also asking that all members cc: [njda.expert.database@gmail.com](mailto:njda.expert.database@gmail.com) on any email that transmits an expert transcript so that we may include it in the NJDA Expert Database. The Expert Database remains separate from the List Server and can be accessed by logging into the Members Only area of the NJDA website and selecting the Expert Database page. The Expert Database is the primary way to access all expert transcripts.

- ***Who do I contact for help with the List Server?***

You may email [listserv@njda.simplelists.com](mailto:listserv@njda.simplelists.com) with any questions about the List Server.