



NPAP LISTSERV AND WEBSITE: INSTRUCTIONS, RULES, & TROUBLESHOOTING

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Rules for the NPAP Listserv

Membership in NPAP includes the privilege of participation in the listserv. Each member, when using the listserv, agrees to observe all three listserv principles: Confidentiality, Topicality and Civility.

The purpose of this listserv is to allow members to exchange information and advice confidentially with other members who work on behalf of plaintiffs challenging police or corrections misconduct.

The following Rules are intended to promote and protect this critical purpose:

1. Membership in the listserv is limited to persons whose practice or legal advocacy is on behalf of plaintiffs in challenges to police or corrections misconduct. No one who is currently representing a defendant in either a police or corrections misconduct matter may have access to the listserv. If a current member contemplates or undertakes any such representation the Executive Director must be notified immediately. The member's access to the listserv may be suspended for the duration of such representation. Failure to disclose timely facts that if known would bar membership, or cause its suspension, constitutes grounds for immediate revocation of membership in the listserv.
2. Posts to the listserv are intended only for members. Under no circumstances may a member provide information about the content of posts to the listserv to any person that the member knows to be representing a defendant in such cases. Nor may a member provide information about the content of a post when the member knows that the content is likely to be provided to someone else who would use that information to harm or impede the plaintiff in a police misconduct or corrections misconduct case. Members agree that postings to the listserv are considered attorney work product.
3. In order to maximize the value of the listserv, members should confine posts that go to all members of the listserv to topics that assist in representing plaintiffs in police or corrections misconduct cases. This means, for example, that members should avoid posts related to general events of the day, political issues, jokes, disagreements with another member that do not reasonably relate to the purpose of the listserv. Members should also strongly consider sending expressions of gratitude and congratulatory responses privately. Such messages can be sent by hitting "reply" (which will go to the individual poster only) rather than "reply all" which will go to the listserv. The NPAP Executive Director, a member of the Executive Committee, or a person designated by the NPAP Executive Committee, may communicate with a member to indicate that a particular matter is not

appropriate for the listserv as a whole, and members who wish to pursue it should do it among themselves instead of on the listserv.

4. Members must communicate on the listserv in a civil manner without engaging in threats or personal attacks on NPAP or on any member. A lack of civility distracts from the purpose of the listserv. The NPAP Executive Director or a designee may communicate with a member to indicate that a particular communication does not conform to this standard and that further similar communications could jeopardize listserv membership.
5. By accepting and using listserv privileges each NPAP member agrees to follow these rules, and acknowledges that the Executive Director, in consultation with the Executive Committee of the Board of Directors, can suspend or terminate listserv privileges.

NPAP highly values the participation of all listserv members. The nation needs more civil rights lawyers, and in particular more lawyers willing to undertake the challenging work of defending prisoners and victims of police misconduct. To ensure that the listserv remains an effective tool in promoting the interests of our clients, the NPAP Executive Director will enforce these rules through all necessary means, including the issuance of public and private warnings, suspension, and revocation of listserv privileges. However, we hope that all of us, as the members of NPAP who participate on the listserv, will be the self-enforcers of these rules to the benefit of all.

Posting a Listserv Message

To post a message to all members of NPAP send it to: npap@nationallawyersguild.org

Please make use of the subject line when you post your message. This helps the other members to identify messages of interest to them. Also, do remember to include your name and location as this is not always apparent from your e-mail address.

Replying to a Listserv Message

To reply to the list as a whole: hit 'reply all'

To reply to the member who sent the initial message: hit 'reply'

(Please note: do not post *new* inquiries to threads that have already been started; instead start a new thread with a clear subject line).

Listserv Help: I Stopped Receiving Messages! Checklist

If you are surprised to find you are no longer receiving NPAP messages, please use the following checklist. If you cannot solve the issue, please email the Operations Manager at assistant.npap@nlg.org and make sure to specify the date at which you stopped receiving NPAP listserv emails.

1. Have you paid your membership dues in the past thirteen months? If not, it is possible that you have missed our various notifications as to your expiry, and have been intentionally removed from the listserv. Please renew and rejoin us!
2. Do you use one of our unadvised email servers, such as AOL? AOL is incompatible with NPAP's listserv protocol, and NPAP members subscribed at AOL addresses sometimes temporarily lose access to the listserv.
3. Did you check your Spam or equivalent email mailbox for notifications inviting you to the listserv or explaining why you were removed from it?
4. Remember that you can always check the listserv archives (see below) to read messages you may have missed!

Listserv Help: I Don't Receive Copies of my Own Posts

Owing to the different kinds of interactions between your personal email server and the NPAP listserv, it is common to not receive copies of your own posts to the listserv in your email inbox; there is no fix for this.

Remember that you can always access the archives (instructions are given below in this file) to verify if your post was definitely received by the listserv; but in general, this is unnecessary, as if you are regularly receiving listserv mail, and so long as you post your listserv messages to npap@nationallawyersguild.org, this means your messages are being automatically posted to the list.

The only exceptions to this are if you were to post from an unsubscribed email address or if your post included large attachments; in both cases, your post then will be sent to administrative moderation and must be manually approved by NPAP staff, sometimes resulting in a delay of 24 to 48 hours. However, even messages such as these will always ultimately be posted to the listserv.

Also remember that your posts to the listserv should be viewable in your "Sent messages" email folder!

Listserv Help: Too Many Messages!

Option 1: Listserv Digests and Temporary Holds

If you don't have time to read all messages on the listserv, there are two options that may help: changing to "digest format", and putting a temporary hold on receiving messages from the listserv for any period of time, for example when you go on vacation.

If you would like to change to digest format, or you would like to put a hold on the listserv temporarily, you can either use the method described in [Using Your Password to Change Listserv Options](#) or send an e-mail to assistant.npap@nlg.org and we will configure your account as you like.

Remember that you can always configure your account to not *receive* listserv messages, but to still be able to post them (the "nomail" feature). Then you can selectively view listserv messages via visiting the archives (see [Searching the Listserv Archives](#)) at your discretion.

Option 2: Create Folders/Rules/Filters Using Your Email Client

If you are receiving too many listserv messages, another option is to set up an email filter or rule such that any and all messages received from npap@nationallawyersguild.org are sent directly to a dedicated folder in your email instead of to your inbox. The following websites provide directions for the four most popular email services in 2017.

Apple Mail

<https://support.apple.com/kb/ph2650>

Gmail

<https://support.google.com/mail/answer/6579?hl=en>

Outlook

<https://support.office.com/en-us/article/Manage-email-messages-by-using-rules-c24f5dea-9465-4df4-ad17-a50704d66c59>

Yahoo

<https://help.yahoo.com/kb/SLN15994.html>

Option 3: Create a Dedicated Email Inbox for NPAP Mail

If Options 1 and 2 do not work for you, our suggestion would be to set up a separate email address (i.e. attorney.me.npap@gmail.com) specifically for receipt of NPAP mail, so that you can check your NPAP at will and its volume doesn't interfere with your regular email inbox. If you choose this option, please write assistant.npap@nlg.org to let us know of the change in your NPAP listserv address, and we will configure you at your new address.

Listserv Security

In addition to NPAP staff always verifying that new members fit membership criteria, the NPAP listserv is securitized using HTTPS secure protocol.

It sometimes happens that a listserv member will receive a notification to the effect that a listserv message “failed security fraud checks.” This arises due to the particular way the NPAP listserv relays posts to the listserv to all the listserv members, and represents no security concern. If you see such a message, you can simply disregard it; in fact, it means that your email client is appropriately suspicious of mechanisms like that of the NPAP listserv when they are used non-consensually in hacking attempts.

Using Your Password to Change Listserv Options

With a password, you can change your listserv e-mail address, place your settings to “digest format”, or put a temporary hold on receiving listserv messages.

To perform any of these functions, go to <http://lists.nationallawyersguild.org/mailman/listinfo/npap>

Enter your listserv e-mail address at the bottom under “Edit your list settings”. You will then be asked to provide the password that was e-mailed to you when you first subscribed.

If you do not have the password handy: click on “Password Reminder”. That way the correct e-mail will be e-mailed to you (either the one that was generated or one that you changed it to).

Alternatively, email the Operations Manager (assistant.npap@nlg.org) and they will set you up with a new password.

When you have the password, go back to: <http://lists.nationallawyersguild.org/mailman/listinfo/npap> and again enter your e-mail into “Edit your List Settings”. Now you can enter the password when prompted to do so. You will then be on the member options page.

Please note, when making changes, be sure to click on “Submit Changes” when they are complete.

Searching the Listserv Archives

The listserv archives are a great resource that members can search at any time. Because of the archive, you never need to worry about missing a posting that was relevant to your work.

For those who are members and are *not* subscribed to the listserv but still want access to the archives, it may be a good idea to subscribe and put your setting on “no mail” so you can have access. Email assistant.npap@nlg.org to do so.

HOW TO ACCESS ARCHIVES (LOGIN INFO/LINK):

1. Go to <http://lists.nationallawyersguild.org/mailman/listinfo/npap>
2. Click on ‘npap Archives’ in first section (under “About NPAP”)
3. Enter the email address that you use for the listserv
4. Enter your password

If you do not have the password handy:

Go back to: <http://lists.nationallawyersguild.org/mailman/listinfo/npap>

Enter your e-mail (that you use for the listserv) at the bottom under “Edit your List Settings”.

Click on “Password Reminder”. That way the correct e-mail will be e-mailed to you (either the one that was generated or one that you changed it to).

When you have the password, follow the steps above.

If you have trouble logging in, send us an e-mail at assistant.npap@nlg.org.

Best Practices for Viewing the Archive

You can view by DATE – this will show everything posted by date with the most recent date being first. The chronological order of postings will not show complete threads, so this is a good option if you want to search for something of which you know the date it was posted.

You can view by **THREAD** – this will show complete threads of a topic posted – with the most recent threads listed first – so everything that people replied regarding this topic comes up together. It's good if you missed people's reply to a topic and want to go back. You can also view by **AUTHOR** – which is listed alphabetically by people's *first* names – though it's a bit tedious because you need to scroll by page to get to the person you are looking for (there are no letter anchors).

You can also use the **SEARCH FUNCTION** – located on the top right corner of screen.

Listserv Search Function Tips

- **Use the "or" keyword to see more matches**
If you're searching for multiple words, such as **fruit pies**, you'll probably get more matches searching for **fruit or pies**. Using the "or" keyword finds messages containing either word.
- **The "and" keyword is optional**
Searching for **fruit pies** is the same as searching for **fruit and pies**. Either of these will only find messages that contain both words.
- **Searches are not case-sensitive**
Searches for **Fruit Pies**, **FRUIT PIES** or **fruit pies** will all find messages containing "Fruit Pies", "FRUIT PIES", or "fruit pies".
- **Use an asterisk (*) in a wildcard search term**
Searching for **frui*** will match "fruit" or "fruity", and searching for ***ies** will match "pies" or "skies".
- **Use quote marks to find an exact phrase**
To find messages containing the exact phrase "fruit pies" (and not, for example, messages containing the phrase "chicken pies and tasty fruit"), enclose the phrase in quotes: **"fruit pies"**.
- **Restrict your search to Subject lines with "+subject:"**
If you prefix a search term with "+subject:", such as **+subject:Fruit** or **+subject:"Fruit Pies"**, only messages that have the search term in the subject will be found. Make sure there is no space after "+subject:". (This option is normally unnecessary; messages that contain the phrase in the subject will probably be shown first anyway.)
- **Restrict your search to a date range**
If you include a three-letter month and year in your search term, messages from

that month will be matched. For example, searching for "**Fruit Pies**" "**Mar 2004**" will show messages containing the phrase "Fruit Pies" from March, 2004.

NPAP Website Features:

Please note that the NPAP website and its user account system are entirely separate from the NPAP listserv system!

Your NPAP Website Account: Logging In

1. Visit <https://www.nlg-npap.org/user>.
2. Enter your username and password and click "Log in." If you lack your current password, try "Request new password." If you still can't get into your account, please email assistant.npap@nlg.org.
3. Once you are logged in, you may change your password and other account information straightforwardly.

Membership Renewal / Referral Listing / Section 1983 Series

To renew your NPAP membership or to purchase a referral listing or Section 1983 Series installment, first visit <https://www.nlg-npap.org/user> and make sure you are logged in to your NPAP member account.

Then visit <https://www.nlg-npap.org/join> to select the terms of your renewal or purchase. Before completing the form, please verify that your address and contact information are given correctly on it.

To only order a referral listing and/or Section 1983 Series Installment without renewing your membership, please make sure you click the button indicating **I am already a member; I am signing up for a referral listing, or a Section 1983 Subscription**. Then select the **Referral Listing Service and/or Section 1983 Series Subscription (1 update)** buttons and complete the form.

If you have paid for a Section 1983 Series Installment, once you have completed payment you will be able to access the outlines at <https://www.nlg-npap.org/section-1983> when logged in. The outlines will also be manually emailed by the Operations Manager.

Settlements and Verdicts Database

The below links provide access to NPAP's settlements and verdicts database. Please note that to access this database, you must be logged in to your NPAP member account!

Students at the Cardozo Law Civil Rights Clinic developed this repository for your convenience with the help of their professor, NPAP member Betsy Ginsberg, and our website/database techs at Palante.

The more you (or those assisting you) enter your cases, the more useful this resource will be for our membership. Please review the database by clicking on the first link. Please add your recent cases by following the second link. We also do our best to put select member case wins on our website, although that information is much less detailed and subject to delays.

Search: <http://www.nlg-npap.org/settlement-verdicts>

Submit: <http://www.nlg-npap.org/member-resources#overlay=node/add/settlement-verdicts>

Member Directory

To visit NPAP's private member directory, please visit <https://www.nlg-npap.org/member-directory>. Remember that to access the directory, you must be logged in to your NPAP member account!

Listserv and Website Troubleshooting

For any questions, email the Operations Manager at assistant.npap@nlg.org.
