

# The National Judicial College



## User Guidelines for the *Judges' CDL Listserve*

Welcome to The National Judicial College's (NJC) commercial driver license (CDL) Listserve. The site is funded by a grant from the Federal Motor Carrier Safety Administration (FMCSA).

Following are the guidelines for the CDL Listserve usage.

This is a moderated Listserve - in other words, you will send your message/questions to [njc-cdl@lists.unr.edu](mailto:njc-cdl@lists.unr.edu) moderator who will review the message for appropriate format and content before distribution to the other subscribers. Our aim is to read and distribute all messages within one week of receipt.

Below you will find information on:

- Receiving & posting messages,
- Appropriate & Inappropriate message content,
- Unsubscribing, and
- Other legal information concerning the use of the listserv.

**If you have any questions or comments, please contact the NJC CDL Listserve moderator, Bryan Walker at [bryanwalker@judges.org](mailto:bryanwalker@judges.org), or 775.327-8274.**

**Receiving Messages:** Messages will be sent to you at the email address for your subscription from: [njc-cdl-request@lists.unr.edu](mailto:njc-cdl-request@lists.unr.edu). The Subject Line will read: [CDL Listserve] xxxxx topic and the message "The following information is from The National Judicial College's CDL Listserve."

**Posting Messages:** You can send a message to the Listserve moderator simply by sending an email to [njc-cdl@lists.unr.edu](mailto:njc-cdl@lists.unr.edu). You will need to send the message from the email address with which you are subscribed otherwise your message may be rejected. Please designate the CDL/CMV topic in the email's subject line, e.g. masking, out-of-service orders, convictions. If you want to add an attachment or include a link, please see the guidelines below.

**Identifying Information:** The Listserve system is designed to keep the sender's anonymity so it is up to you to determine what level of personal identification you wish to reveal in your message. At your discretion, you may or may not include your name or other identifying information. NJC strongly urges you NOT to disclose personal, non-business, contact information.

Immediately after you send a message, you will receive an automated response from the SYMPA system with the subject line: Message distribution. The text will read “**Your message to the list ‘njc-cdl’ has been forwarded to the moderator(s).**” Once NJC receives a message, the Listserve moderator will review the message and either distribute or reject it. **Please note**, the distribution of any message is at the SOLE discretion of the moderator.

If the moderator distributes the message, as a subscriber you along with all the other CDL subscribers, will receive an email with your message.

If the moderator rejects the message, the sender will be automatically notified by email. The sender (from) line will be [njc-cdl-request@lists.unr.edu](mailto:njc-cdl-request@lists.unr.edu). The subject line will read “**Your message has been rejected.**”

**REMEMBER: This is a Listserve dedicated to commercial driver’s license and commercial motor vehicle (CDL/CMV) issues, please keep to those topics at all times.**

**Attachments:** You may add an attachment to your Listserve email such as images, documents, or links. Please note that the following Appropriate and Inappropriate guidelines apply to all attachments. The NJC does not screen attachments or links for items that may be harmful your computer.

**Messages:** The following types of message are **APPROPRIATE**.

1. Requests for information or help in CDL/CMV related matters.
2. Information and announcements from the FMCSA.
3. Comments and suggestions regarding FMCSA rules and regulations.
4. Educational opportunities specifically dealing with CDL/CMV topics.
5. Questions or comments about CDL/CMV cases.
6. Relevant news stories (please keep copyright in mind).
7. Legislation (existing and proposed) impacting CDL/CMV items.
8. Periodic voluntary assessments, surveys, or questionnaires addressing CDL/CMV issues.
9. Other relevant CDL/CMV items as may be identified by the moderator.

The following types of messages are **INAPPROPRIATE**.

1. Profanity of any type.
2. Anything that is defamatory, abusive, libelous, unlawful, obscene, threatening, harassing, fraudulent, pornographic, harmful, or that could encourage criminal or unethical behavior.
3. Anything that violates the copyright or intellectual property rights of any person or entity.
4. Marketing by subscribers or anyone authorized to use the listserv by a subscriber. The FMCSA and NJC may send out periodic notices of educational opportunities.
5. Political, charitable, religious, or other general announcements, comments, observations or opinions not concerning CDL/CMV topics.
6. Comments, questions, observations, and other items that do not address the approved topics.
7. Jokes.

8. Personal notes to other subscribers; however, appropriate comments on another person's posting are encouraged.
9. Personal information (weddings, retirement, moving, leaving office, etc.)
10. Other messages not directly related to the Listserve topic such as: warnings regarding internet scams, health/life style notices, comments, etc.

NJC retains the SOLE right to determine whether a message will be distributed to the Listserve subscribers.

**Unsubscribing:** At any time should you wish to unsubscribe to the Listserve, you have several options. On any Listserve email you receive, type the word "unsubscribe" in subject line and hit reply. This will automatically unsubscribe you and you will receive a confirmation email stating you have been unsubscribed.

Or, you may email the NJC moderator at [bryanwalker@judges.org](mailto:bryanwalker@judges.org) requesting removal from the CDL Listserve. Once the NJC moderator unsubscribes you, you will receive a notice email with the subject line: Removed from njc-cdl.

**Ethics:** Your ethical cannons and restrictions remain in full force and effect during any correspondence on the Listserve. References to specifics in on-going cases should be redacted before posting. Disagreements with other subscribers must be respectful and non-personal.

**Agreement:** By using this Listserve, you agree to be bound by the terms, conditions and these guidelines of the Listserve as provided herein and in future Listserve announcements. If you do not agree with any of the terms, conditions or guidelines, please unsubscribe.

**Remedy:** You agree your sole remedy for any perceived harm from the Listserve is the removal of your contact information from the Listserve's subscriber list. This includes any harm that you may suffer due to computer malfunction traceable to usage of the Listserve.

**Hold Harmless:** By using this Listserve, you agree to hold harmless the NJC, its staff, faculty, or contractors, and FMCSA, its staff and contractors, from all claims of harm of whatever nature.

**Reservation:** The NJC reserves the rights to remove any subscriber from the Listserve at any time for any reason. The NJC reserves the rights to release personal identifying information when we believe release is appropriate to comply with the law, enforce the Listserve guidelines, or protect ours or others rights, property, or safety.

**Privacy Policy:** The NJC will not sell trade, or otherwise transfer to outside parties your personally identifiable information. The NJC is not responsible for any harm created by the disclosure of personal information by the subscriber in his or her messages. We may release your information when we believe release is appropriate to comply with the law, enforce our site policies, or protect ours or others rights, property, or safety.