

## JOIN A LISTSERV TODAY!

### **CAPITALIZE on a Tremendous Member Benefit – Participate in a NCAJ listserv!**

NCAJ's listservs provide members with access to a virtual community of statewide expertise, knowledge and support, 24 hours a day, seven days a week. And listserv access is user-friendly – you don't need to leave the email inbox of your computer or hand-held to access a NCAJ listserv.

#### **Q. What NCAJ listservs are offered?**

- A.** *Free NCAJ Listservs (free with NCAJ membership)*  
Federal Court, Premises Liability, Technology, Veterans Affairs'

#### *Section & Division Listservs (free with individual Section or Division Membership)*

Auto Torts	Eminent Domain	New Lawyers
Civil Rights	Employment Law	Nursing Home Litigation
Commercial Litigation	Family Law	Products Liability
Consumer Areas of Practice	Hispanic Latino Legal Issues	Professional Negligence
Criminal Defense	Juvenile Defense	Small Office Practice
Disability Advocacy	Legal Assistants	Workers Compensation

#### **Q. I'd like to join a listserv – how do I set-up my listserv account – do I contact Trialsmith?**

- A.** You do not need to contact Trialsmith. Contact [AndreaD@ncaj.com](mailto:AndreaD@ncaj.com) to set-up your listserv account.

#### **Q. OK, I've joined a Section [a Division], why am I not receiving Section [Division] listserv messages?**

- A.** Most Section & Division listservs are an "opt in" membership benefit. To begin receiving Section or Division listserv messages contact [AndreaD@ncaj.com](mailto:AndreaD@ncaj.com) to set-up your listserv account.

#### **Q. I'd like to search the NCAJ listserv archives on the Trialsmith website, [www.trialsmith.com](http://www.trialsmith.com). What is my username and password?**

- A.** Your username and password that you use for the NCAJ website are not necessarily the username and password you will use on the Trialsmith website. In order to search the NCAJ listserv archives on the Trialsmith website, you need to set-up your username and password with Trialsmith.

To do so, go to [www.trialsmith.com](http://www.trialsmith.com). Click on JOIN in the upper right corner. Choose SUBSCRIBE NOW. Choose NORTH CAROLINA ADVOCATES FOR JUSTICE from the drop down menu. Click on VIEW PLANS. Choose the BASIC PLAN (\$0.00 for 12 months). Click CONTINUE at the bottom of the page. Click I AGREE to the License Agreement. Enter your contact information and choose your username and password. Click CONTINUE. Trialsmith vets all access requests so please allow 1 hour for Trialsmith to research and approve your request.

#### **Q. How do I search the NCAJ listserv archives?**

- A.**
- Log On to [www.trialsmith.com](http://www.trialsmith.com) using your username and password.
  - Once logged in to Trialsmith, from the "Lists" drop-down menu, select "Search My Lists."
  - Once completed, you can search by topic, by who posted the message, by date, by phrase.

#### **Q. What message delivery options do I have with the listserv?**

- A.** There are four listserv delivery options: (1) Receive each listserv message as contributed; (2) Receive ONE digest email DAILY, with each contribution listed in the body of the email; (3) Receive ONE digest email DAILY, with each contribution as an email attachment; or, (4) Receive NO messages in your inbox and use Trialsmith's website to read listserv messages. The "default" setting for a listserv account is receiving each message as contributed.

To change your delivery option from the "default" option...

- Log On to [www.trialsmith.com](http://www.trialsmith.com) using your username and password.
- Once logged in to Trialsmith, from the "Lists" drop-down menu, select "Change My Settings."
- Once completed, select the delivery option that works best for you.

#### **Q. I'm going on vacation or will be out of the office for an extended period of time – is there some way to "turn off" my listserv account?**

- A.**
- Log On to [www.trialsmith.com](http://www.trialsmith.com) using your username and password.
  - Once logged in to Trialsmith, from the "Lists" drop-down menu, select "Change My Settings."
  - Once completed, select "Vacation/Web Only Mode: receive no email from the list."