



ASISTA Experts Listserv Rules & Procedures

ASISTA Experts is a discussion listserv sponsored by ASISTA Immigration Assistance, originally created by the National Immigration Project of the National Lawyers Guild, for people with expertise in immigration law and a high caseload of survivor-based protections, specifically VAWA self-petitions, U visas and T visas. It is designed for discussing strategies and best practices and collectively solving difficult problems. Beginners are welcome to participate, but we ask that you refrain from using this list serve to get answers to basic questions. Contact us, instead, for individual case technical assistance, website resources, recorded and live webinars, and in-person trainings. To get into our TA system, send an email to question@asistahelp.org.

We will automatically enroll all participants to our VAWA Updates listserv, the primary way we communicate updates and practice pointers.

Listserv Rules

1. Government employees shall not participate in this list serve.
2. **List serve participants shall not forward or distribute posts from the ASISTA Experts listserv without express permission from the original poster and/or those on the email thread**, the sole exception being where an email specifically indicates permission to share with wider networks (e.g. action alerts, job posting, training announcements). Failure to comply with this rule shall result in summary removal from the listserv.
3. Subject matter and writer's identity must be clearly identifiable.
4. Email messages addressed privately to specific individuals shall not be forwarded to the list without permission of the author.
5. Post in a respectful, professional and courteous manner, and respect the right of others to have different opinions. Each person shall refrain from personal insults and threats. Other inappropriate message content includes:
 - a. Hateful or objectionable content based upon race, ethnicity, gender, sexual orientation or identification, disability, and/or age.

- b. Spam
 - c. Misleading or intentionally erroneous information.
6. One-on-one arguments, disagreements, and disputes of a personal nature must be taken off list.
7. Complaints about a list member's behavior on the listserv should be directed to manager@asistahelp.org. Complaints should not be posted on the listserv.
8. List membership shall never be used to gather addresses for unsolicited commercial email (spam). Such violators will be immediately suspended.

Moderator Responsibilities

1. Monitor lists to the best of our ability, respond to complaints, and take prompt and appropriate action for violation of the rules as provided above.
2. The list will contain an archive of messages and information needed to review whether the rules have been broken.

Warnings and Loss of Access from ASISTA Experts

1. If the moderator determines that the complaint is justified, she or he will give the subscriber a warning. Upon a second justified complaint, the subscriber shall be suspended from the listserv for 3 months. In the case of three justified complaints, the subscriber will lose access to the list indefinitely.
2. In its discretion, ASISTA may later reinstate an individual who has lost access to the list.
3. All communications from the listserv moderators to subscribers submitting complaints or who are the subject of complaints are confidential and will not be posted to the list.
4. Disciplinary decisions, such as giving a warning, suspension, or loss of access to the list will also be confidential and will not be publicly announced.
5. Subscribers who repost confidential communications from the listserv moderators to the list face loss of access to the list.