ABOUT THE OCR's SEARCHABLE EMAIL LISTSERV

COLORADO OFFICE OF THE CHILD'S REPRESENTATIVE (OCR)

PURPOSE: DISCUSSION AND ESSENTIAL ANNOUNCEMENTS

All OCR contractors and attorneys are required to monitor listserv messages sent via email. The listserv is OCR's main communication hub and allows OCR GALs and CLRs, case consultants, and staff to exchange information, discuss litigation and case strategy, and receive notices about trainings, resources, and policies.

	Discussion Forum: Forum@OCR.simplelists.com	Notices: Notices@OCR.simplelists.com	JD Groups: JD_ _@OCR.simplelists.com
Who	For all statewide OCR contractors and staff to exchange information and discuss strategy.	For OCR staff only to disseminate important information about trainings, resources, and OCR policies and procedures.	For OCR contractors and staff to exchange district-specific information. You are only a member of the group(s) for those Judicial District(s) in which you take cases.
How	**To post or reply to a message in the Discussion Forum, send an email to ‹Forum@OCR.simplelists.com›.**	Listserv members cannot reply to the Notices address, so please contact OCR directly if you have a question or need to follow up.	To post or reply to a message in a specific JD Group, send an email to "JD" + 2-digit Judicial District + "@OCR.simplelists.com". For example: JD01@OCR.simplelists.com, JD02@OCR.simplelists.com, JD03@OCR.simplelists.com, etc.

Search Archives

Links to the searchable online archives are repeated on the bottom of every listserv message you receive for easy access.

Search the Forum archives on the web at ‹ocr.simplelists.com/forum› or search the Notices archive at ‹ocr.simplelists.com/notices›.

Use the password listed in "Additional Resources" in your New Contractor Letter (the same as for other Attorney Center areas of OCR's website). OCR sends password updates via the listserv.

JD-specific archives are online at ‹ocr.simplelists.com/JD__›. (Replace the blank with the appropriate two-digit JD). Enter your email address for access to JD-specific archives.

GUIDELINES:

- Exchanges on the listserv are confidential and should not be forwarded to others who are not eligible to be on the listserv unless permission is given by the OCR.
- Avoid names of case parties or other sensitive identifying info. The listserv is confidential, but email is never a completely secure form of communication.
- Emails over 3MB or with "out of office" phrases are automatically blocked to avoid flooding others' inboxes (if blocked inadvertently, just resend without any "out of office" text or large attachments).
- Keep on topic. Please refrain from political discussions and issues unrelated to the representation of children.
- Keep it brief and substantive. There are hundreds of listserv members; for everyone's benefit, please limit your posts to concise info and avoid replies like "I agree" which do not add to the substantive discussion.
- Keep it civil. Some topics can generate intense discussion, but discussions should never cross over into personal attacks.
- No commercial solicitations may be made without the permission of the OCR.

HELP & SETUP:

If it comes to your attention that you are not receiving Forum, Notices, or JD–specific emails now or at any time going forward, it is your responsibility to notify OCR so we can address the problem and prevent you from missing essential information and announcements.

Contact ‹info@coloradochildrep.org› if you have questions. You may request to receive listserv messages at more than one email address or to receive them at a different email address than your other OCR correspondence, provided you continue to monitor it. If you email from an address not on file with OCR for this purpose, though, it will be automatically blocked.

OCR recommends asking your IT support to "whitelist" the domain "OCR.simplelists.com" to prevent any messages from going to spam or junk mail. (Learn how to do it yourself online at ‹sci.scientific-direct.net/wl.html›.)