



# ABOUT THE OCR's SEARCHABLE EMAIL LISTSERV

COLORADO OFFICE OF THE CHILD'S REPRESENTATIVE (OCR)



## PURPOSE: DISCUSSION AND ESSENTIAL ANNOUNCEMENTS

All OCR attorneys are required to subscribe to the email listserv, OCR's main communication tool. The purpose of the listserv is to allow OCR attorneys and staff to exchange information, to discuss litigation and case strategy, and to receive important information about trainings, resources, and OCR policies and procedures.

**Discussion Forum:**  
Forum@OCR.simplelists.com

**Notices:**  
Notices@OCR.simplelists.com

**JD Groups:**  
JD\_\_@OCR.simplelists.com

Who ▶



For all statewide OCR attorneys and staff to exchange information and discuss litigation and case strategy.



For OCR staff only to disseminate important information about trainings, resources, and OCR policies and procedures.



For OCR attorneys 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 Attorney Letter (the same as for other Attorney Center areas of OCR's website). OCR sends occasional 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 using names of parties in cases or other sensitive identifying info. Though the listserv is confidential, email is never a completely secure form of communication. Keep on topic. Please refrain from political discussions and issues unrelated to the representation of children. Keep it brief and substantive. Please limit your posts to a few short paragraphs. Avoid messages saying only "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. All messages should be signed with a first and last name. Anonymous messages and nicknames are not permitted. 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, need to change your email address for one or more groups above, or need help with anything else on this sheet.

You may request that member(s) of your staff be added to one or more groups above. You may also request to add more than one email for yourself or a staff member.

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>.)