



visited. Extra caution should be taken when sending messages to an Internet site that the destination and message do not reflect negatively on the organization. Remember all mail is traceable back to metrokc.gov and you.

Do not sign up for Internet junk mail to be delivered to your county e-mail address. This will add to E-mail overhead and you will have to purge your sent items more frequently to stay under the 10 MB limit.

### About Phones

Phones are provided for business purposes. Personal phone calls may be made and accepted during breaks, lunches and before and after business hours. Encourage your friends and families not to make a habit of calling you during working hours except in emergencies.

Personal long distance calls may be made only using a personal calling card.

### About Fax Machines

All offices have fax capabilities. These machines are for business use only. Emergency personal use of fax machines must have supervisory approval.

All offices are encouraged to use recycled paper for personal use.



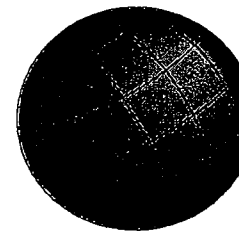
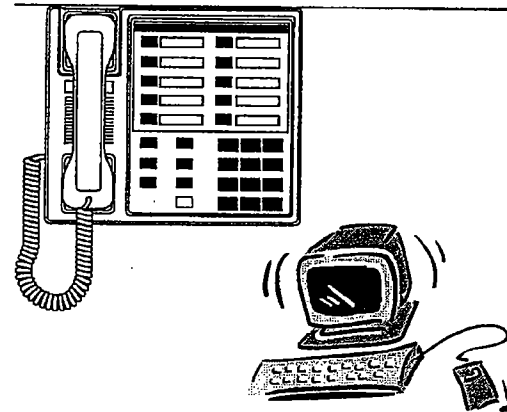
### Office of the Presiding Judge

E-340 King County Courthouse  
Seattle, Washington 98104  
206-296-3594

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## GUIDELINES FOR USE OF DISTRICT COURT EQUIPMENT

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## Guidelines for Use of District Court Equipment

### Responsibility

You have been provided with a powerful tool to assist you in your daily job: a personal computer capable of accessing mail and the internet, phones, and fax machines. These tools assist in preparing forms, communicating with others and doing many of the daily jobs previously being done manually. Take care of these tools and use them wisely.

E-mail, the Internet and the telephone system may be accessed for personal use before and after work or on your lunch hour and breaks. If you are working on your own time, do not disturb others with your finds.

Only legally licensed software owned by the King County District Court can be used on District Court equipment. Do not bring software from home to use on the equipment.

### More About E-mail...

E-mail is an effective and efficient communication tool. Users are ultimately responsible for their actions on the e-mail system. E-mail messages should show consideration and respect, and should not be intended to harm other people. The use of the network is a privilege, not a right, which may be temporarily revoked at any time for abusive conduct. Be professional and careful in what you say to others.

The fact that a user can perform a particular action does not imply that they should take that action. Follow correct procedures for corresponding with management and elected officials. For example: don't send a

complaint to the County Executive or Council simply because you can.

E-mail is the property of King County; it is not private and may be periodically monitored. Don't send an E-mail message that you would not want broadcast to your supervisors or posted on a bulletin board. Mail can be forwarded to others without your knowledge or consent and your name will follow it. Do not send mail which may reflect negatively on the King County District Court or King County. Don't use a computer other than your regular workstation to send messages. Those messages would go out under someone else's name.

E-mail is business communication and should be written as such. Just as when writing a letter on Court letterhead, including a salutation and complimentary close helps make your message professional and courteous.

Check your e-mail messages daily.

Delete any unwanted messages immediately. Keeping the number of messages in your e-mail account to a minimum will make it easier for you to manage. Do not print personal messages and limit the printing of internal e-mail. The reason e-mail is extensively used is to save the costs of printing!

Mail is purged every 90 days. Purged messages cannot be retrieved by users. If you need to keep a message longer, save it on your hard drive or on a floppy disk. This will enable you to stay within your limited disk quota of 10 MB.

The maximum length of a message is 1 MB. Do not send messages larger than 1 MB via e-mail. There are other mechanisms to transfer large amounts of data.

Remember to always include a pertinent subject line on the messages you send. People will then be able to easily identify what your message is about and be able to locate it again later. Experienced e-mail users will use the subject line to prioritize when or if they want to read a message.

Make sure e-mail is the correct communications tool to reach your intended audience. It is not advisable to send disciplinary messages via e-mail.

If you receive junk mail, delete it. It is not appropriate to answer junk mail with replies such as, "Don't send this to me."

Don't send inappropriate mass mailings. Global messages are reserved for officially sanctioned King County publications only. Never "Reply All" to a message that was mass mailed.

Typing a message in ALL CAPITAL LETTERS indicates you are SHOUTING. ONLY use capital letters when trying to make a point (as in this example).

### About Internet Use

Access to the Internet is provided by King County government. Internet workstations have been provided at each division. The Internet (including Internet E-Mail) may be accessed for personal use during non-working hours as authorized by your supervisors. When accessing the Internet on your own time, do not disturb others with your "finds". Printing of personal data is prohibited.

The fact that you can go anywhere on the Internet does not mean you should go there. Tools are in place both at the county level as well as on individual PC's to monitor what Internet sites have been