

E-Mail Disclaimer

The following disclaimer is the one used by the State Bar of Michigan. It is one version of many similar disclaimers in use throughout the "e-mail world."

"E-mail / Fax Notice: The transmitted material is intended only for the use of the addressee. It may contain confidential, proprietary and / or legally privileged information. If you are not the intended recipient, please be aware that any review, use, dissemination, distribution, or copying of this communication, in whole or in part, is prohibited. If you received this communication in error, please notify us immediately by e-mail reply or by phone (###-###-####), delete the communication and destroy any copies.

E-mail Warning: This e-mail was swept for computer viruses. However, we cannot guarantee that the integrity of this e-mail has been maintained in transmission and do not accept responsibility for the consequences of any virus contamination."

You are more than welcome to use it or any version of it.

The effectiveness of such disclaimers is questionable. The most common philosophy seems to be that "it can't hurt and it might, in some circumstances, help." Others claim that disclaimers are simply "a waste of bandwidth."

There are other techniques that can be implemented to protect documents that are attached to e-mail:

The disclaimer can be in the body of the e-mail, and then the "meat" of the message can be included by attachment. Additionally, you can password protect the attachment and indicate in the body of the e-mail that the recipient needs to call for the password.

There are also encryption programs available to protect sensitive attachments. These also generally require a second communication to transmit the password: a second e-mail or a phone call.

The following website has several variations of sample disclaimers that may prove helpful.

http://www.emaildisclaimers.com/Sample_disclaimers.htm