



## COPYRIGHT CLAIMS BOARD

### CCB STANDARD WRITTEN QUESTIONS ("INTERROGATORIES")

# Interrogatories to Be Answered by Parties Asserting Misrepresentation

During the **discovery** stage of a Copyright Claims Board (CCB) proceeding, the CCB directs parties to exchange—with each other but not the CCB—(1) answers to a standard set of questions issued by the CCB ("standard interrogatories") and (2) documents identified in a set of standardized document requests issued by the CCB ("document requests"). **Each party must respond to the requests truthfully and provide the requested documents over which they have control.**

This information concerns the CCB's standard set of Interrogatories. The questions themselves, as *well as a certification you must sign*, can be found after the rules described below. **Provide answers to these questions to the other party(ies) if you are asserting a claim or counterclaim of misrepresentation in a CCB proceeding in a takedown notice or counter-notice under [17 U.S.C. § 512\(f\)](#) in a CCB proceeding.**

The questions and certifications follow the background information. You may use the fillable fields provided or type your answers in a separate document.

## General Rules for Interrogatories

In a legal proceeding, each side has information and knowledge important to the case. When parties present their positions and evidence to the CCB, neither side should be surprised at what they are seeing or hearing. Therefore, the CCB has developed standard questions ("interrogatories") that each party must answer and then serve their answers on the other parties by the deadline set by the CCB in their case.

## Answering Interrogatories and Updating Your Answers

Respond to each interrogatory separately and completely. Each answer must be as complete and straightforward as the information reasonably available to you permits, including information possessed by your attorneys, employees, or other agents. If you cannot answer any interrogatory in full, respond as fully as possible, explain why you cannot answer the rest, and state whatever information you have about the unanswered portion.

You have an obligation to update your interrogatory answers throughout this proceeding. If you discover or learn new or updated information that changes any of your answers, you must serve updated answers to the other parties as soon as practical.

## How to Produce Your Interrogatory Answers to the Other Parties

Unless the parties agree to other terms in writing (or something different is ordered by the CCB):

- You may use the standard interrogatory form created by the CCB or you may separately type out each interrogatory and then type your answer below each interrogatory.
- You must produce your interrogatory answers by email, unless for some unlikely reason, their size and format makes such service reasonably possible. If that unlikely event occurs, confer with the other parties to agree to other arrangements, and if the parties cannot agree to other arrangements, send the interrogatory answers by U.S. first class or priority mail.

Whenever you answer interrogatories, you must certify that your answers are truthful and complete to the best of your knowledge. That certification will be on the CCB's standard form. If you are not using the CCB's standard form, you must copy the CCB standard interrogatory certification at the bottom of your interrogatory answers.

## To Whom You Should Produce Interrogatory Answers

Your production is effective (it counts) when you send it unless you learn that it did not reach the other party.

- If the party is **represented by a lawyer or other authorized representative**, you must send the answers to that lawyer or representative.
- If the party is **self-represented**, you must send the answers directly to that party.

Use the email address provided to you by the other party or representative. If none has been provided, use the email address provided in the claim, response, or in their eCCB user information, as provided by the CCB, unless the CCB orders you to serve the party directly. Interrogatory answers should generally be provided by email unless the parties have agreed on another arrangement or the size or format of what is being sent makes that not practical.

Any interrogatory answers and other responses to any other discovery requests **shall not be filed with the CCB at this time**. You should only file a party's interrogatory answer or documents produced in discovery as part of *written testimony*, as needed as attachments to your other filings, or otherwise ordered by the CCB.

## Confidential Communications

Any confidential communications with your legal counsel (including a lawyer, in-house counsel, or authorized law school representative) reflecting or seeking legal advice about the merits of the

proceeding or other legal issue are considered **privileged** communications, which means that you do not have to provide your lawyer's legal advice as part of your answer to an interrogatory, although you must note if you are withholding such information as privileged in case the other party/parties disputes that the information is privileged.

## Preserving Materials and Updating Your Answers

You must preserve all material relevant and significant to your case. Do not destroy or dispose of documents or other materials related to your claim or defense against a claim. This is true throughout the CCB proceeding. If you answer an interrogatory **and then you find new information or realize you made a mistake, you must send updated answers to the other parties as soon as practical.**

## Discovery Sanctions

If you do not comply with the discovery requests, the other party may raise the issue with the CCB. If the CCB orders you to comply but you remain noncompliant, it may ultimately impose **sanctions** on you. Those sanctions may include the CCB adopting an **adverse inference** against you about the facts related to the discovery you should have produced. The CCB may also consider any discovery sanctions as it considers awarding attorney's fees and costs against you as part of a final determination. You can avoid these concerns by producing everything that is required, including answering interrogatories truthfully and completely to the best of your knowledge.

# Interrogatories that Must Be Answered by a Party Asserting Misrepresentation

You must answer the following interrogatories and send the other party(ies) your answers by the deadline set by the CCB in the scheduling order. You may use this form to enter your answers (and may attach additional well-labeled pages as needed). If you would rather type out the answers in a separate document, you can do so by copying the questions and certification exactly, and typing your answers under each question. Be as detailed as you can in answering each of these interrogatories:

1. Give the full name of each person you plan to use in the proceeding as a **witness**. Include their phone number, mailing address, and email address, if you know it. Include a brief description of the topics on which they may give a witness statement in this proceeding.

2. Name any other person who may have important information related to the claims, counterclaims, or defenses in the proceeding. Include their phone number, mailing address, and email address, if you know it.

3. Is any agreement or other relationship between the parties relevant to the claim? If yes, describe the agreement or other relationship.

4. Are you aware of any relevant document that exists or once existed, that is **responsive** to a **request for the production of documents**, but that is not in your possession? If yes, for each such document, provide a summary of its contents and, if it was once in your possession, explain when and why it was disposed, destroyed, lost, or otherwise became unavailable.

5. Describe in detail the *exact* words in the takedown notice or counter-notice sent by the other party(ies) that you believe were a misrepresentation and describe:

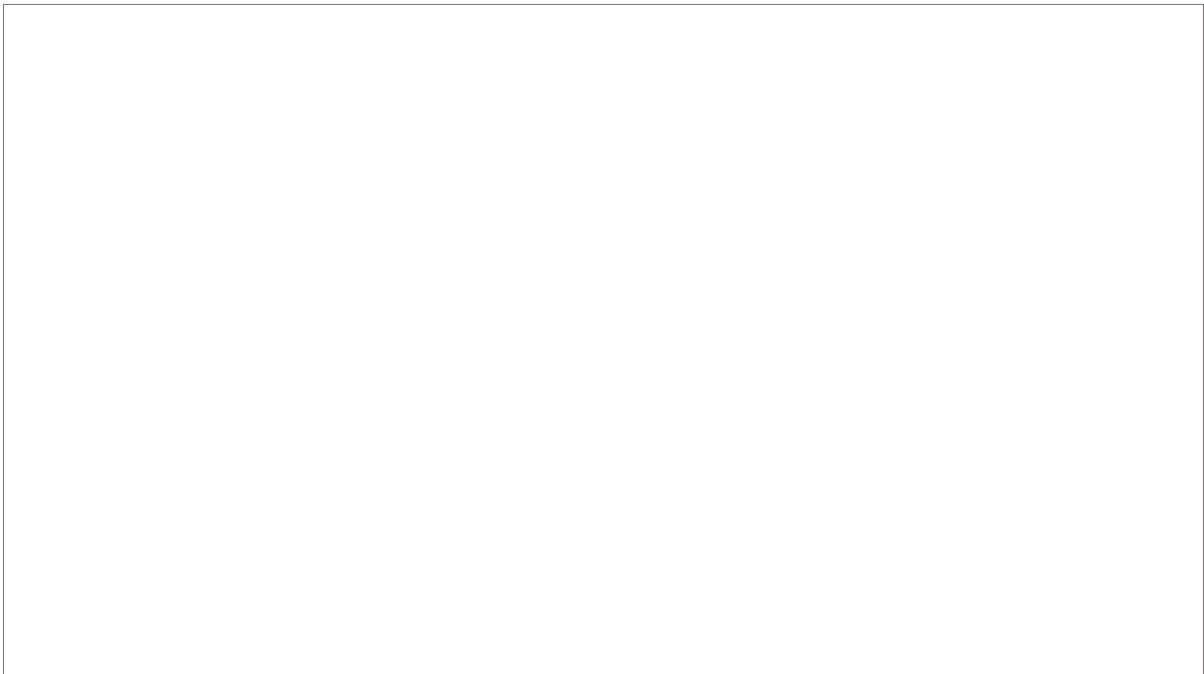
a. Why you believe those words were false or inaccurate.

b. Why you believe that the other party(ies) who sent the takedown notice or counter-notice knew those words were false or inaccurate.

- c. Why you believe those words were important to the online service provider’s taking down of material (for misrepresentation in a takedown notice) or putting back up of material (for misrepresentation in a counter-notice).



6. Describe all communications you have had with the online service provider related to the takedown notice and/or counter-notice at issue in this proceeding.



7. Describe all communications you have had with the other party(ies) or with third-parties related to the takedown notice and/or counter-notice at issue in this proceeding.

8. If you issued a takedown notice, describe when and how you discovered the activities of the other party(ies) that made you decide to send a takedown notice to an online service provider.



9. If you issued a takedown notice, describe in detail your reasons for sending the takedown notice, including why you believe the other party(ies) was infringing your work(s).

10. If you issued a takedown notice, describe in detail how you created or came to own the copyright in the work(s) you alleged in the notice was infringed.

**11.** If you issued a counter-notice, describe in detail your reasons for sending the counter-notice, including why you believe you were not infringing the other party's/parties' work(s).

**12.** Describe any **harm** you have suffered as a result of the misrepresentation at issue in this proceeding as well as any other relief you are seeking and why. Be as detailed as possible.

- 13.** To the extent you are aware of any defenses claimed by the other party's/parties', describe, separately for each defense, why you believe their defenses are not valid.

# Certification of Discovery Responses

Please include a signed copy of this form with your discovery responses

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I, \_\_\_\_\_, certify that the enclosed material is accurate, complete, and truthful to the best of my knowledge.

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**Signature**

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**Date**

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# Glossary

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- **Adverse inference:** A negative conclusion that is drawn from silence or the failure to provide responsive information.
- **Discovery:** The process by which the parties exchange information and documents relevant to the issues in the case.
- **Harm:** What the claimant has suffered or lost as a result of respondent's actions.
- **Privileged:** Any confidential communications with legal counsel reflecting or seeking legal advice about the merits of a proceeding or other legal issue.
- **Responsive:** Documents that are requested for production in response to discovery requests.
- **Request for the production of documents:** Written requests provided by the CCB that require parties to provide documents, other information, or evidence as part of discovery in an active proceeding.
- **Sanctions:** Penalties imposed by the CCB for misconduct during proceedings.
- **Witness:** Someone with personal knowledge about factual information that is relevant to the proceeding.