

EXHIBIT A

regarding these modifications, the parties shall submit their competing proposals and a summary of their dispute.

3. A party's meaningful compliance with this Order and efforts to promote efficiency and reduce costs will be considered in cost-shifting determinations.
4. General ESI production requests under Federal Rules of Civil Procedure 34 and 45, or compliance with a mandatory disclosure requirement of this Court, shall include metadata. Load files should include, where applicable, the information listed in the Table of Metadata Fields, attached as Exhibit A. However, the parties are not obligated to include metadata for any document that does not contain such metadata in the original, if it is not possible to automate the creation of metadata when the document is collected. In addition, the parties are not obligated to include metadata in situations where documents originally were collected for prior litigations without an obligation to maintain metadata, or where the metadata fields may not reflect the original metadata associated with the file as originally created or maintained due to the manner in which the documents originally were collected for such prior litigations. Notwithstanding the foregoing, the parties are obligated to collect documents in their original form, including the associated, pre-existing metadata fields set forth in Exhibit A, where doing so would not be unduly burdensome. The parties reserve their rights to object to any request for the creation of metadata for documents that do not contain metadata in the original.
5. Absent agreement of the parties or further order of this court, the following parameters shall apply to ESI production:
 - A. **General Document Image Format.** Except as otherwise provided for in this Order, all documents existing in electronic format shall be produced in either: (1) single page

Tagged Image File Format (“TIFF”) format, with such TIFF files named with a unique production number followed by the appropriate file extension and produced with Load files to indicate the location and unitization of the TIFF files, and which shall maintain the unitization of the documents and any attachments and/or affixed notes as they existed in the original document or (2) as multiple page, searchable PDF format at a resolution of at least 300 dpi in accordance with the following:

- 1) PDF files shall be produced along with Concordance/Opticon image load files that indicate the beginning and ending of each document.
- 2) For documents which already exist in PDF format prior to production (i.e., which the producing party receives from a client or third party in PDF format), the producing party may provide them in that same PDF format, whether searchable or non-searchable. For documents converted to PDF format prior to production, the producing party shall make reasonable efforts to convert to searchable PDF.

B. Format for production of documents – hardcopy or paper documents. All documents that are hardcopy or paper files shall be scanned and produced in the same manner as documents existing in electronic format, above.

C. Text-Searchable Documents. No party has an obligation to make its production text-searchable; however, if a party’s documents already exist in text-searchable format independent of this litigation, or are converted to text-searchable format for use in this litigation, including for use by the producing party’s counsel, then such documents shall be produced in the same text-searchable format at no cost to the receiving party.

- D. **Footer.** All images must be assigned a unique Bates number that is sequential within a given document and across the production sets.
- E. **Confidentiality Designation.** Responsive documents in TIFF format will be stamped with the appropriate confidentiality designations in accordance with the Protective Order in this matter. Each responsive document produced in native format will have its confidentiality designation identified in the filename of the native file.
- F. **Native Files.** Spreadsheets (e.g., MS Excel, Google Sheets) and delimited text files (e.g. comma-separated value (.csv) files and tab-separated value (.tsv) files) shall be produced in their native file format. TIFF images need not be produced unless the files have been redacted, in which instance such files shall be produced in TIFF with OCR Text Files. If good cause exists to request production of files, other than those specifically set forth above, in native format, the party may request such production and provide an explanation of the need for native file review, which request shall not unreasonably be denied. Any native files that are produced shall be produced with a link in the NativeLink field, along with extracted text and applicable metadata fields set forth in Exhibit A. A TIFF placeholder indicating that the document was provided in native format should accompany the database record. If a file has been redacted, TIFF images and OCR text of the redacted document will suffice in lieu of a native file and extracted text. Documents produced natively shall be represented in the set of imaged documents by a slipsheet indicating the production identification number and confidentiality designation for the native file that is being produced.
- G. **No Backup Restoration Required.** Absent a showing of good cause, no party need restore any form of media upon which backup data is maintained in a party's normal

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