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UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF WASHINGTON  
AT TACOMA

FLOORING ASSOCIATES, INC.,

Plaintiff,

v.

DESIGN MANUFACTURING  
INTERNATIONAL, LLC., *et al.*,

Defendants.

CASE NO. 2:20-cv-00057-JCC-JRC

ORDER GRANTING STIPULATED  
AGREEMENT REGARDING  
ELECTRONICALLY STORED  
INFORMATION

The parties hereby stipulate to the following provisions regarding the discovery of electronically stored information (“ESI”) in this matter:

**A. General Principles**

1. An attorney’s zealous representation of a client is not compromised by conducting discovery in a cooperative manner. The failure of counsel or the parties to litigation to cooperate in facilitating and reasonably limiting discovery requests and responses raises litigation costs and contributes to the risk of sanctions.

1           2.       As provided in LCR 26(f), the proportionality standard set forth in Fed. R. Civ. P.  
2 26(b)(1) must be applied in each case when formulating a discovery plan. To further the  
3 application of the proportionality standard in discovery, requests for production of ESI and related  
4 responses should be reasonably targeted, clear, and as specific as possible.

5           **B.       ESI Disclosures**

6           Within 30 days of entry of this Order, or at a later time if agreed to by the parties, each  
7 party shall disclose:

8           1.       Custodians. The five custodians most likely to have discoverable ESI in their  
9 possession, custody, or control. The custodians shall be identified by name, title, connection to  
10 the instant litigation, and the type of the information under his/her control.

11          2.       Non-custodial Data Sources. A list of non-custodial data sources (*e.g.*, shared  
12 drives, servers), if any, likely to contain discoverable ESI.

13          3.       Third-Party Data Sources. A list of third-party data sources, if any, likely to  
14 contain discoverable ESI (*e.g.*, third-party email providers, mobile device providers, cloud  
15 storage, etc.) and, for each such source, the extent to which a party is (or is not) able to preserve  
16 information stored in the third-party data source.

17          4.       Inaccessible Data. A list of data sources, if any, likely to contain discoverable ESI  
18 (by type, date, custodian, electronic system or other criteria sufficient to specifically identify the  
19 data source) that a party asserts is not reasonably accessible under Fed. R. Civ. P. 26(b)(2)(B).  
20 Section (D)(3) below sets forth data sources and ESI which are not required to be preserved by  
21 the parties. Those data sources and ESI do not need to be included on this list.

1 **C. ESI Discovery Procedures**

2 1. On-site inspection of electronic media. Such an inspection shall not be required  
3 absent a demonstration by the requesting party of specific need and good cause or by agreement  
4 of the parties.

5 2. Search methodology. The Court presumes that the use of search terms and queries,  
6 file type and date restrictions, and technology-assisted review will be reasonably necessary to  
7 locate or filter ESI likely to contain discoverable information. The timelines and search related  
8 numbers in this section may be sufficient in certain cases, but not in others. The parties are  
9 expected to meet and confer to establish the appropriate timing and numbers based on the  
10 complexity, proportionality and nature of the case. The parties shall timely confer to attempt to  
11 reach agreement on appropriate search terms and queries, file type and date restrictions, data  
12 sources (including custodians), and other appropriate computer- or technology-aided  
13 methodologies, before any such effort is undertaken. The parties shall continue to cooperate in  
14 revising the appropriateness of the search methodology.

15 a. Prior to running searches:

16 i. The producing party shall disclose the data sources (including  
17 custodians), search terms and queries, any file type and date restrictions, and any other  
18 methodology that it proposes to use to locate ESI likely to contain responsive and discoverable  
19 information. The producing party may provide unique hit counts for each search query.

20 ii. The requesting party is entitled to, within 14 days of the producing  
21 party's disclosure, add no more than 10 search terms or queries to those disclosed by the  
22 producing party absent a showing of good cause or agreement of the parties.

1                   iii.       The following provisions apply to search terms / queries of the  
2 requesting party. Focused terms and queries should be employed; broad terms or queries, such  
3 as product and company names, generally should be avoided. A conjunctive combination of  
4 multiple words or phrases (*e.g.*, “computer” and “system”) narrows the search and shall count as  
5 a single search term. A disjunctive combination of multiple words or phrases (*e.g.*, “computer”  
6 or “system”) broadens the search, and thus each word or phrase shall count as a separate search  
7 term unless they are variants of the same word. The producing party may identify each search  
8 term or query returning overbroad results demonstrating the overbroad results and a counter  
9 proposal correcting the overbroad search or query. A search that returns more than [alternative  
10 1] [(250) megabytes of data, excluding Microsoft PowerPoint files, audio files, and similarly large  
11 file types] [alternative 2] [(400) unique documents, excluding families], is presumed to be  
12 overbroad.

13                   b.       After production: Within 21 days of the producing party notifying the  
14 receiving party that it has substantially completed the production of documents responsive to a  
15 request, the responding party may request no more than 10 additional search terms or queries.  
16 The immediately preceding section (Section C(2)(a)(iii)) applies.

17                   c.       Upon reasonable request, a party shall disclose information relating to  
18 network design, the types of databases, database dictionaries, the access control list and security  
19 access logs and rights of individuals to access the system and specific files and applications, the  
20 ESI document retention policy, organizational chart for information systems personnel, or the  
21 backup and systems recovery routines, including, but not limited to, tape rotation and  
22 destruction/overwrite policy.

1           3.     Format.

2           a.     ESI will be produced to the requesting party with searchable text, in a  
3 format to be decided between the parties. Acceptable formats include, but are not limited to,  
4 native files, multi-page TIFFs (with a companion OCR or extracted text file), single-page TIFFs  
5 (only with load files for e-discovery software that includes metadata fields identifying natural  
6 document breaks and also includes companion OCR and/or extracted text files), and searchable  
7 PDF.

8           b.     Unless otherwise agreed to by the parties, files that are not easily converted  
9 to image format, such as spreadsheet, database, and drawing files, will be produced in native  
10 format.

11          c.     Each document image file shall be named with a unique number (Bates  
12 Number). File names should not be more than twenty characters long or contain spaces. When a  
13 text-searchable image file is produced, the producing party must preserve the integrity of the  
14 underlying ESI, *i.e.*, the original formatting, the metadata (as noted below) and, where applicable,  
15 the revision history.

16          d.     If a document is more than one page, the unitization of the document and  
17 any attachments and/or affixed notes shall be maintained as they existed in the original document.

18          e.     The parties shall produce their information in the following format: single-  
19 page images and associated multi-page text files containing extracted text or with appropriate  
20 software load files containing all information required by the litigation support system used by  
21 the receiving party.

22          f.     The full text of each electronic document shall be extracted (“Extracted  
23 Text”) and produced in a text file. The Extracted Text shall be provided in searchable ASCII text  
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1 format (or Unicode text format if the text is in a foreign language) and shall be named with a  
2 unique Bates Number (*e.g.*, the unique Bates Number of the first page of the corresponding  
3 production version of the document followed by its file extension).

4 4. De-duplication. The parties may de-duplicate their ESI production across  
5 custodial and non-custodial data sources after disclosure to the requesting party, and the duplicate  
6 custodian information removed during the de-duplication process tracked in a duplicate/other  
7 custodian field in the database load file.

8 5. Email Threading. The parties may use analytics technology to identify email  
9 threads and need only produce the unique most inclusive copy and related family members and  
10 may exclude lesser inclusive copies. Upon reasonable request, the producing party will produce  
11 a less inclusive copy.

12 6. Metadata fields. If the requesting party seeks metadata, the parties agree that only  
13 the following metadata fields need be produced, and only to the extent it is reasonably accessible  
14 and non-privileged: document type; custodian and duplicate custodians (or storage location if no  
15 custodian); author/from; recipient/to, cc and bcc; title/subject; email subject; file name; file size;  
16 file extension; original file path; date and time created, sent, modified and/or received; and hash  
17 value. The list of metadata type is intended to be flexible and may be changed by agreement of  
18 the parties, particularly in light of advances and changes in technology, vendor, and business  
19 practices.

20 7. Hard-Copy Documents. If the parties elect to produce hard-copy documents in an  
21 electronic format, the production of hard-copy documents will include a cross-reference file that  
22 indicates document breaks and sets forth the custodian or custodian/location associated with each  
23 produced document. Hard-copy documents will be scanned using Optical Character Recognition  
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1 technology and searchable ASCII text files will be produced (or Unicode text format if the text is  
2 in a foreign language), unless the producing party can show that the cost would outweigh the  
3 usefulness of scanning (for example, when the condition of the paper is not conducive to scanning  
4 and will not result in accurate or reasonably useable/searchable ESI). Each file will be named  
5 with a unique Bates Number (*e.g.*, the unique Bates Number of the first page of the corresponding  
6 production version of the document followed by its file extension).

7 **D. Preservation of ESI**

8 The parties acknowledge that they have a common law obligation, as expressed in Fed. R.  
9 Civ. P. 37(e), to take reasonable and proportional steps to preserve discoverable information in  
10 the party's possession, custody, or control. With respect to preservation of ESI, the parties agree  
11 as follows:

12 1. Absent a showing of good cause by the requesting party, the parties shall not be  
13 required to modify the procedures used by them in the ordinary course of business to back-up and  
14 archive data; provided, however, that the parties shall preserve all discoverable ESI in their  
15 possession, custody, or control.

16 2. All parties shall supplement their disclosures in accordance with Fed. R. Civ. P.  
17 26(e) with discoverable ESI responsive to a particular discovery request or mandatory disclosure  
18 where that data is created after a disclosure or response is made (unless excluded under Sections  
19 (D)(3) or (E)(1)-(2) below).

20 3. Absent a showing of good cause by the requesting party, the following categories  
21 of ESI need not be preserved:

- 22 a. Deleted, slack, fragmented, or other data only accessible by forensics.
- 23 b. Random access memory (RAM), temporary files, or other ephemeral data that  
24 are difficult to preserve without disabling the operating system.

- 1 c. On-line access data such as temporary internet files, history, cache, cookies, and  
2 the like.
- 3 d. Data in metadata fields that are frequently updated automatically, such as last-  
4 opened dates (see also Section (E)(5)).
- 5 e. Back-up data that are duplicative of data that are more accessible elsewhere.
- 6 f. Server, system or network logs.
- 7 g. Data remaining from systems no longer in use that is unintelligible on the  
8 systems in use.
- 9 h. Electronic data (*e.g.*, email, calendars, contact data, and notes) sent to or from  
10 mobile devices (*e.g.*, iPhone, iPad, Android, and Blackberry devices), provided  
11 that a copy of all such electronic data is routinely saved elsewhere (such as on a  
12 server, laptop, desktop computer, or “cloud” storage).

13 **E. Privilege**

14 1. A producing party shall create a privilege log of all documents fully withheld from  
15 production on the basis of a privilege or protection, unless otherwise agreed or excepted by this  
16 Agreement and Order. Privilege logs shall include a unique identification number for each  
17 document and the basis for the claim (attorney-client privileged or work-product protection). For  
18 ESI, the privilege log may be generated using available metadata, including author/recipient or  
19 to/from/cc/bcc names; the subject matter or title; and date created. Should the available metadata  
20 provide insufficient information for the purpose of evaluating the privilege claim asserted, the  
21 producing party shall include such additional information as required by the Federal Rules of  
22 Civil Procedure. Privilege logs will be produced to all other parties [alternative 1] [no later than  
23 30 days after delivering a production] [alternative 2] [no later than 30 days before the deadline  
24 for filing motions related to discovery] unless an earlier deadline is agreed to by the parties.

2. Redactions need not be logged so long as the basis for the redaction is clear on the  
redacted document.



1 3. With respect to privileged or work-product information generated after the filing  
2 of the complaint, parties are not required to include any such information in privilege logs.

3 4. Activities undertaken in compliance with the duty to preserve information are  
4 protected from disclosure and discovery under Fed. R. Civ. P. 26(b)(3)(A) and (B).

5 5. Pursuant to Fed. R. Evid. 502(d), the production of any documents in this  
6 proceeding shall not, for the purposes of this proceeding or any other federal or state proceeding,  
7 constitute a waiver by the producing party of any privilege applicable to those documents,  
8 including the attorney-client privilege, attorney work-product protection, or any other privilege  
9 or protection recognized by law. Information produced in discovery that is protected as privileged  
10 or work product shall be immediately returned to the producing party, and its production shall not  
11 constitute a waiver of such protection.

12 DATED this 12th day of August, 2020.

13 LAW OFFICE OF JOHN RAZOR

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Attorneys for Defendants

19 **ORDER**

20 Based on the foregoing, IT IS SO ORDERED.

21 Dated this 14th day of August, 2020.

22 

23 J. Richard Creatura  
24 United States Magistrate Judge