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UNITED STATES DISTRICT COURT  
CENTRAL DISTRICT OF CALIFORNIA

Nora Ramirez,  
Plaintiff,

vs.

Barrett Business Services, Inc., a  
Washington Corporation and DOES  
1 through 100, Inclusive,  
Defendants.

Case No. 2:17-cv-06476 JFW (JCx)

PROTECTIVE ORDER

1. A. PURPOSES AND LIMITATIONS

As the parties have represented that discovery in this action is likely to involve production of confidential, proprietary, or private information for which special protection from public disclosure and from use for any purpose other than prosecuting this litigation may be warranted, this Court enters the following Protective Order. This Order does not confer blanket protections on all disclosures or responses to discovery. The protection it affords from public disclosure and use extends only to the limited information or items that are entitled to confidential treatment under the applicable legal principles. Further, as set forth in Section 12.3, below, this Protective Order does not entitle the parties to file confidential information under seal. Rather, when the parties seek permission from the court to file material under seal, the parties must comply with Civil Local Rule 79-5 and with any pertinent orders of the assigned District Judge and Magistrate Judge.

1           B.     GOOD CAUSE STATEMENT

2           In light of the nature of the claims and allegations in this case and the parties’  
3 representations that discovery in this case will involve the production of confidential  
4 records, and in order to expedite the flow of information, to facilitate the prompt  
5 resolution of disputes over confidentiality of discovery materials, to adequately  
6 protect information the parties are entitled to keep confidential, to ensure that the  
7 parties are permitted reasonable necessary uses of such material in connection with  
8 this action, to address their handling of such material at the end of the litigation, and  
9 to serve the ends of justice, a protective order for such information is justified in this  
10 matter. The parties shall not designate any information/documents as confidential  
11 without a good faith belief that such information/documents have been maintained  
12 in a confidential, non-public manner, and that there is good cause or a compelling  
13 reason why it should not be part of the public record of this case.

14         2.     DEFINITIONS

15           2.1    Action: The instant action: *NORA RAMIREZ V. BARRETT BUSINESS*  
16 *SERVICES, INC.*, United States District Court of the Central District of California  
17 Case No. 2:17-cv-06476 JFW (JCx).

18           2.2    Challenging Party: a Party or Non-Party that challenges the  
19 designation of information or items under this Order.

20           2.3    “CONFIDENTIAL” Information or Items: information (regardless of  
21 how it is generated, stored or maintained) or tangible things that qualify for  
22 protection under Federal Rule of Civil Procedure 26(c), and as specified above in  
23 the Good Cause Statement.

24           2.4    Counsel: Outside Counsel of Record and House Counsel (as well as  
25 their support staff).

26           2.5    Designating Party: a Party or Non-Party that designates information or  
27 items that it produces in disclosures or in responses to discovery as  
28 “CONFIDENTIAL.”

1           2.6 Disclosure or Discovery Material: all items or information, regardless  
2 of the medium or manner in which it is generated, stored, or maintained (including,  
3 among other things, testimony, transcripts, and tangible things), that are produced or  
4 generated in disclosures or responses to discovery in this matter.

5           2.7 Expert: a person with specialized knowledge or experience in a matter  
6 pertinent to the litigation who has been retained by a Party or its counsel to serve as  
7 an expert witness or as a consultant in this Action.

8           2.8 House Counsel: attorneys who are employees of a party to this Action.  
9 House Counsel does not include Outside Counsel of Record or any other outside  
10 counsel.

11          2.9 Non-Party: any natural person, partnership, corporation, association, or  
12 other legal entity not named as a Party to this action.

13          2.10 Outside Counsel of Record: attorneys who are not employees of a  
14 party to this Action but are retained to represent or advise a party to this Action and  
15 have appeared in this Action on behalf of that party or are affiliated with a law firm  
16 which has appeared on behalf of that party, and includes support staff.

17          2.11 Party: any party to this Action, including all of its officers, directors,  
18 employees, consultants, retained experts, and Outside Counsel of Record (and their  
19 support staffs).

20          2.12 Producing Party: a Party or Non-Party that produces Disclosure or  
21 Discovery Material in this Action.

22          2.13 Professional Vendors: persons or entities that provide litigation  
23 support services (e.g., photocopying, videotaping, translating, preparing exhibits or  
24 demonstrations, and organizing, storing, or retrieving data in any form or medium)  
25 and their employees and subcontractors.

26          2.14 Protected Material: any Disclosure or Discovery Material that is  
27 designated as “CONFIDENTIAL.”

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1           2.15 Receiving Party: a Party that receives Disclosure or Discovery  
2 Material from a Producing Party.

3           3.     SCOPE

4           The protections conferred by this Order cover not only Protected Material (as  
5 defined above), but also (1) any information copied or extracted from Protected  
6 Material; (2) all copies, excerpts, summaries, or compilations of Protected Material;  
7 and (3) any deposition testimony, conversations, or presentations by Parties or their  
8 Counsel that might reveal Protected Material, other than during a court hearing or at  
9 trial.

10          Any use of Protected Material during a court hearing or at trial shall be  
11 governed by the orders of the presiding judge. This Order does not govern the use  
12 of Protected Material during a court hearing or at trial.

13          4.     DURATION

14          Even after final disposition of this litigation, the confidentiality obligations  
15 imposed by this Order shall remain in effect until a Designating Party agrees  
16 otherwise in writing or a court order otherwise directs. Final disposition shall be  
17 deemed to be the later of (1) dismissal of all claims and defenses in this Action, with  
18 or without prejudice; and (2) final judgment herein after the completion and  
19 exhaustion of all appeals, rehearings, remands, trials, or reviews of this Action,  
20 including the time limits for filing any motions or applications for extension of time  
21 pursuant to applicable law.

22          5.     DESIGNATING PROTECTED MATERIAL

23           5.1    Exercise of Restraint and Care in Designating Material for Protection.  
24 Each Party or Non-Party that designates information or items for protection under  
25 this Order must take care to limit any such designation to specific material that  
26 qualifies under the appropriate standards. The Designating Party must designate for  
27 protection only those parts of material, documents, items, or oral or written  
28 communications that qualify so that other portions of the material, documents,

1 items, or communications for which protection is not warranted are not swept  
2 unjustifiably within the ambit of this Order.

3 Mass, indiscriminate, or routinized designations are prohibited. Designations  
4 that are shown to be clearly unjustified or that have been made for an improper  
5 purpose (e.g., to unnecessarily encumber the case development process or to impose  
6 unnecessary expenses and burdens on other parties) may expose the Designating  
7 Party to sanctions.

8 If it comes to a Designating Party's attention that information or items that it  
9 designated for protection do not qualify for protection, that Designating Party must  
10 promptly notify all other Parties that it is withdrawing the inapplicable designation.

11 5.2 Manner and Timing of Designations. Except as otherwise provided in  
12 this Order (see, e.g., second paragraph of Section 5.2(a) below), or as otherwise  
13 stipulated or ordered, Disclosure or Discovery Material that qualifies for protection  
14 under this Order must be clearly so designated before the material is disclosed or  
15 produced.

16 Designation in conformity with this Order requires:

17 (a) for information in documentary form (e.g., paper or electronic  
18 documents, but excluding transcripts of depositions), that the Producing Party affix  
19 at a minimum, the legend "CONFIDENTIAL" (hereinafter "CONFIDENTIAL  
20 legend"), to each page that contains protected material. If only a portion or portions  
21 of the material on a page qualifies for protection, the Producing Party also must  
22 clearly identify the protected portion(s) (e.g., by making appropriate markings in the  
23 margins).

24 A Party or Non-Party that makes original documents available for inspection  
25 need not designate them for protection until after the inspecting Party has indicated  
26 which documents it would like copied and produced. During the inspection and  
27 before the designation, all of the material made available for inspection shall be  
28 deemed "CONFIDENTIAL." After the inspecting Party has identified the

1 documents it wants copied and produced, the Producing Party must determine which  
2 documents, or portions thereof, qualify for protection under this Order. Then, before  
3 producing the specified documents, the Producing Party must affix the  
4 “CONFIDENTIAL legend” to each page that contains Protected Material. If only a  
5 portion or portions of the material on a page qualifies for protection, the Producing  
6 Party also must clearly identify the protected portion(s) (e.g., by making appropriate  
7 markings in the margins).

8 (b) for testimony given in depositions that the Designating Party identifies  
9 on the record, before the close of the deposition as protected testimony.

10 (c) for information produced in some form other than documentary and  
11 for any other tangible items, that the Producing Party affix in a prominent place on  
12 the exterior of the container or containers in which the information is stored the  
13 legend “CONFIDENTIAL.” If only a portion or portions of the information  
14 warrants protection, the Producing Party, to the extent practicable, shall identify the  
15 protected portion(s).

16 5.3 Inadvertent Failures to Designate. If timely corrected, an inadvertent  
17 failure to designate qualified information or items does not, standing alone, waive  
18 the Designating Party’s right to secure protection under this Order for such material.  
19 Upon timely correction of a designation, the Receiving Party must make reasonable  
20 efforts to assure that the material is treated in accordance with the provisions of this  
21 Order.

## 22 6. CHALLENGING CONFIDENTIALITY DESIGNATIONS

23 6.1 Timing of Challenges. Any Party or Non-Party may challenge a  
24 designation of confidentiality at any time that is consistent with the Court’s  
25 Scheduling Order.

26 6.2 Meet and Confer. The Challenging Party shall initiate the dispute  
27 resolution process under Local Rule 37-1 et seq.

1           6.3    The burden of persuasion in any such challenge proceeding shall be on  
2 the Designating Party. Frivolous challenges, and those made for an improper  
3 purpose (e.g., to harass or impose unnecessary expenses and burdens on other  
4 parties) may expose the Challenging Party to sanctions. Unless the Designating  
5 Party has waived or withdrawn the confidentiality designation, all parties shall  
6 continue to afford the material in question the level of protection to which it is  
7 entitled under the Producing Party’s designation until the Court rules on the  
8 challenge.

9       7.    ACCESS TO AND USE OF PROTECTED MATERIAL

10           7.1   Basic Principles. A Receiving Party may use Protected Material that is  
11 disclosed or produced by another Party or by a Non-Party in connection with this  
12 Action only for prosecuting, defending, or attempting to settle this Action. Such  
13 Protected Material may be disclosed only to the categories of persons and under the  
14 conditions described in this Order. When the Action has been terminated, a  
15 Receiving Party must comply with the provisions of Section 13 below.

16           Protected Material must be stored and maintained by a Receiving Party at a  
17 location and in a secure manner that ensures that access is limited to the persons  
18 authorized under this Order.

19           7.2   Disclosure of “CONFIDENTIAL” Information or Items. Unless  
20 otherwise ordered by the court or permitted in writing by the Designating Party, a  
21 Receiving Party may disclose any information or item designated  
22 “CONFIDENTIAL” only to:

23               (a) the Receiving Party’s Outside Counsel of Record in this Action, as  
24 well as employees of said Outside Counsel of Record to whom it is reasonably  
25 necessary to disclose the information for this Action;

26               (b) the officers, directors, and employees (including House Counsel) of  
27 the Receiving Party to whom disclosure is reasonably necessary for this Action;

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1 (c) Experts (as defined in this Order) of the Receiving Party to whom  
2 disclosure is reasonably necessary for this Action and who have signed the  
3 “Acknowledgment and Agreement to Be Bound” (Exhibit A);

4 (d) the court and its personnel;

5 (e) court reporters and their staff;

6 (f) professional jury or trial consultants, mock jurors, and Professional  
7 Vendors to whom disclosure is reasonably necessary for this Action and who have  
8 signed the “Acknowledgment and Agreement to Be Bound” (Exhibit A);

9 (g) the author or recipient of a document containing the information or a  
10 custodian or other person who otherwise possessed or knew the information;

11 (h) during their depositions, witnesses, and attorneys for witnesses, in the  
12 Action to whom disclosure is reasonably necessary provided: (1) the deposing party  
13 requests that the witness sign the “Acknowledgment and Agreement to Be Bound”  
14 form attached as Exhibit A hereto; and (2) they will not be permitted to keep any  
15 confidential information unless they sign the “Acknowledgment and Agreement to  
16 Be Bound” attached as Exhibit A, unless otherwise agreed by the Designating Party  
17 or ordered by the court. Pages of transcribed deposition testimony or exhibits to  
18 depositions that reveal Protected Material may be separately bound by the court  
19 reporter and may not be disclosed to anyone except as permitted under this  
20 Protective Order; and

21 (i) any mediator or settlement officer, and their supporting personnel,  
22 mutually agreed upon by any of the parties engaged in settlement discussions.

23 8. PROTECTED MATERIAL SUBPOENAED OR ORDERED PRODUCED  
24 IN OTHER LITIGATION

25 If a Party is served with a subpoena or a court order issued in other litigation  
26 that compels disclosure of any information or items designated in this Action as  
27 “CONFIDENTIAL,” that Party must:



1 (a) promptly notify in writing the Designating Party. Such notification  
2 shall include a copy of the subpoena or court order unless prohibited by law;

3 (b) promptly notify in writing the party who caused the subpoena or order  
4 to issue in the other litigation that some or all of the material covered by the  
5 subpoena or order is subject to this Protective Order. Such notification shall include  
6 a copy of this Protective Order; and

7 (c) cooperate with respect to all reasonable procedures sought to be  
8 pursued by the Designating Party whose Protected Material may be affected.

9 If the Designating Party timely seeks a protective order, the Party served with  
10 the subpoena or court order shall not produce any information designated in this  
11 action as “CONFIDENTIAL” before a determination by the court from which the  
12 subpoena or order issued, unless the Party has obtained the Designating Party’s  
13 permission, or unless otherwise required by the law or court order. The Designating  
14 Party shall bear the burden and expense of seeking protection in that court of its  
15 confidential material and nothing in these provisions should be construed as  
16 authorizing or encouraging a Receiving Party in this Action to disobey a lawful  
17 directive from another court.

18 9. A NON-PARTY’S PROTECTED MATERIAL SOUGHT TO BE  
19 PRODUCED IN THIS LITIGATION

20 (a) The terms of this Order are applicable to information produced by a  
21 Non-Party in this Action and designated as “CONFIDENTIAL.” Such information  
22 produced by Non-Parties in connection with this litigation is protected by the  
23 remedies and relief provided by this Order. Nothing in these provisions should be  
24 construed as prohibiting a Non-Party from seeking additional protections.

25 (b) In the event that a Party is required, by a valid discovery request, to  
26 produce a Non-Party’s confidential information in its possession, and the Party is  
27 subject to an agreement with the Non-Party not to produce the Non-Party’s  
28 confidential information, then the Party shall:

1 (1) promptly notify in writing the Requesting Party and the Non-Party  
2 that some or all of the information requested is subject to a confidentiality  
3 agreement with a Non-Party;

4 (2) promptly provide the Non-Party with a copy of the Protective  
5 Order in this Action, the relevant discovery request(s), and a reasonably specific  
6 description of the information requested; and

7 (3) make the information requested available for inspection by the  
8 Non-Party, if requested.

9 (c) If a Non-Party represented by counsel fails to commence the process  
10 called for by Local Rules 45-1 and 37-1, et seq. within 14 days of receiving the  
11 notice and accompanying information or fails contemporaneously to notify the  
12 Receiving Party that it has done so, the Receiving Party may produce the Non-  
13 Party's confidential information responsive to the discovery request. If an  
14 unrepresented Non-Party fails to seek a protective order from this court within 14  
15 days of receiving the notice and accompanying information, the Receiving Party  
16 may produce the Non-Party's confidential information responsive to the discovery  
17 request. If the Non-Party timely seeks a protective order, the Receiving Party shall  
18 not produce any information in its possession or control that is subject to the  
19 confidentiality agreement with the Non-Party before a determination by the court  
20 unless otherwise required by the law or court order. Absent a court order to the  
21 contrary, the Non-Party shall bear the burden and expense of seeking protection in  
22 this court of its Protected Material.

#### 23 10. UNAUTHORIZED DISCLOSURE OF PROTECTED MATERIAL

24 If a Receiving Party learns that, by inadvertence or otherwise, it has disclosed  
25 Protected Material to any person or in any circumstance not authorized under this  
26 Protective Order, the Receiving Party must immediately (a) notify in writing the  
27 Designating Party of the unauthorized disclosures, (b) use its best efforts to retrieve  
28 all unauthorized copies of the Protected Material, (c) inform the person or persons to

1 whom unauthorized disclosures were made of all the terms of this Order, and (d)  
2 request such person or persons to execute the “Acknowledgment and Agreement to  
3 Be Bound” that is attached hereto as Exhibit A.

4 11. INADVERTENT PRODUCTION OF PRIVILEGED OR OTHERWISE  
5 PROTECTED MATERIAL

6 When a Producing Party gives notice to Receiving Parties that certain  
7 inadvertently produced material is subject to a claim of privilege or other protection,  
8 the obligations of the Receiving Parties are those set forth in Federal Rule of Civil  
9 Procedure 26(b)(5)(B). This provision is not intended to modify whatever procedure  
10 may be established in an e-discovery order that provides for production without  
11 prior privilege review. Pursuant to Federal Rule of Evidence 502(d) and (e), insofar  
12 as the parties reach an agreement on the effect of disclosure of a communication or  
13 information covered by the attorney-client privilege or work product protection, the  
14 parties may incorporate their agreement into this Protective Order.

15 12. MISCELLANEOUS

16 12.1 Right to Further Relief. Nothing in this Order abridges the right of any  
17 person to seek its modification by the Court in the future.

18 12.2 Right to Assert Other Objections. No Party waives any right it  
19 otherwise would have to object to disclosing or producing any information or item  
20 on any ground not addressed in this Protective Order. Similarly, no Party waives  
21 any right to object on any ground to use in evidence of any of the material covered  
22 by this Protective Order.

23 12.3 Filing Protected Material. A Party that seeks to file under seal any  
24 Protected Material must comply with Civil Local Rule 79-5 and with any pertinent  
25 orders of the assigned District Judge and Magistrate Judge. If a Party's request to  
26 file Protected Material under seal is denied by the court, then the Receiving Party  
27 may file the information in the public record unless otherwise instructed by the  
28 court.

1     13.    FINAL DISPOSITION

2             After the final disposition of this Action, as defined in Section 4, within 60  
3     days of a written request by the Designating Party, each Receiving Party must return  
4     all Protected Material to the Producing Party or destroy such material. As used in  
5     this subdivision, “all Protected Material” includes all copies, abstracts, compilations,  
6     summaries, and any other format reproducing or capturing any of the Protected  
7     Material. Whether the Protected Material is returned or destroyed, the Receiving  
8     Party must submit a written certification to the Producing Party (and, if not the same  
9     person or entity, to the Designating Party) by the 60 day deadline that (1) identifies  
10    (by category, where appropriate) all the Protected Material that was returned or  
11    destroyed and (2) affirms that the Receiving Party has not retained any copies,  
12    abstracts, compilations, summaries or any other format reproducing or capturing any  
13    of the Protected Material. Notwithstanding this provision, Counsel are entitled to  
14    retain an archival copy of all pleadings, motion papers, trial, deposition, and hearing  
15    transcripts, legal memoranda, correspondence, deposition and trial exhibits, expert  
16    reports, attorney work product, and consultant and expert work product, even if such  
17    materials contain Protected Material. Any such archival copies that contain or  
18    constitute Protected Material remain subject to this Protective Order as set forth in  
19    Section 4.

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1 14. Any violation of this Order may be punished by any and all appropriate  
2 measures including, without limitation, contempt proceedings and/or monetary  
3 sanctions.

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5 IT IS SO ORDERED.

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7 DATED: October 11, 2017

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\_\_\_\_\_/s/\_\_\_\_\_  
10 Honorable Jacqueline Chooljian  
United States Magistrate Judge

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1 EXHIBIT A

2 ACKNOWLEDGMENT AND AGREEMENT TO BE BOUND

3  
4 I, \_\_\_\_\_ [print or type full name], of  
5 \_\_\_\_\_ [print or type full address], declare under penalty of perjury  
6 that I have read in its entirety and understand the Protective Order that was issued  
7 by the United States District Court for the Central District of California on  
8 October 11, 2017 in the case of *NORA RAMIREZ V. BARRETT BUSINESS*  
9 *SERVICES, INC.*, United States District Court of the Central District of California  
10 Case No. 2:17-cv-06476 JFW (JCx). I agree to comply with and to be bound by all  
11 the terms of this Protective Order and I understand and acknowledge that failure to  
12 so comply could expose me to sanctions and punishment in the nature of contempt. I  
13 solemnly promise that I will not disclose in any manner any information or item that  
14 is subject to this Protective Order to any person or entity except in strict compliance  
15 with the provisions of this Order.

16 I further agree to submit to the jurisdiction of the United States District Court  
17 for the Central District of California for the purpose of enforcing the terms of this  
18 Protective Order, even if such enforcement proceedings occur after termination of  
19 this action. I hereby appoint \_\_\_\_\_ [print or type full  
20 name] of \_\_\_\_\_ [print or type full address  
21 and telephone number] as my California agent for service of process in connection  
22 with this action or any proceedings related to enforcement of this Protective Order.

23 Date: \_\_\_\_\_

24 City and State where sworn and signed: \_\_\_\_\_

25  
26 Printed name: \_\_\_\_\_

27  
28 Signature: \_\_\_\_\_