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 13

14 UNITED STATES DISTRICT COURT
 15 EASTERN DISTRICT OF CALIFORNIA

16 CITY OF LOS ANGELES, *ex rel.* RICHARD
 KNUDSEN,
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 Plaintiffs,
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 vs.
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 SPRINT SOLUTIONS, INC., *et al.*,
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 Defendants.
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Case No. 2:17-CV-0811-TLN-AC
STIPULATION AND
[PROPOSED] ORDER
REGARDING DISCOVERY

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2 This Stipulation and Proposed Order Regarding Discovery of Electronically Stored
3 Information shall be the governing document by which the parties and the Court manage the
4 production of documents and data, including electronically stored information (“ESI”) in this
5 action, although nothing in this Order is intended to be an exhaustive list of the rights or obligations
6 of any party or non-party producing or receiving documents or data, including ESI, pursuant to this
7 Order. This Stipulation and Proposed Order shall govern all parties to these proceedings, whether
8 they are currently involved or become involved in the future, and all parties shall be under an
9 obligation to take reasonable steps to comply herewith. The parties and the Court recognize that
10 this Stipulation and Proposed Order is based on facts and circumstances as they are currently known
11 to each party, that the discovery process is iterative, and that additions and modifications to this
12 Stipulation and Proposed Order may become necessary as more information becomes known to the
13 parties. Nothing in this Stipulation and Proposed Order will be interpreted to require disclosure of
14 documents or information protected from disclosure by the attorney-client privilege, work-product
15 doctrine or any other applicable privilege or immunity. All parties preserve such privileges and
16 there is no intent through either this Stipulation and Proposed Order or the production of documents
17 or information hereunder to waive or weaken such privileges.

18 **I. DEFINITIONS**

- 19 A. “Document” or “documents” is defined to be synonymous in meaning and equal in
20 scope to the usage of that term in Federal Rule of Civil Procedure 34.
21 B. “Email” (Electronic mail) means an electronic means for sending, receiving, and
22 managing communications via a multitude of different structured data applications
23 (email client software), including, but not limited to, Outlook, Lotus Notes, or those
24 often known as “webmail,” including Google Gmail or Yahoo mail.
25 C. “ESI” is an abbreviation of “electronically stored information” and is defined to be
26 synonymous in meaning and equal in scope to the usage of that term in Federal Rule of
27 Civil Procedure 34.
28 D. “Extracted Text” means the text extracted from a Native Format file and includes all

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2 header, footer and document body information.

- 3 E. “Load file” means an electronic file containing information identifying a set of paper-
4 scanned images or processed ESI and indicating where individual pages or files belong
5 together as documents, including attachments, and where each document begins and
6 ends. A Load file may also contain data relevant to the individual Documents, including
7 user or software created Metadata.
- 8 F. “Metadata” means structured information regarding an information resource that
9 describes, explains, locates, or otherwise makes it easier to retrieve, use, or manage that
10 information resource.
- 11 G. “Native Format” means the format of ESI in the application in which such ESI was
12 originally created.
- 13 H. “OCR” means the optical character recognition file which is created by software used in
14 conjunction with a scanner that is capable of reading text-based documents and making
15 such documents searchable using appropriate software.
- 16 I. “Tagged Image File Format” or “TIFF” refers to the CCITT Group IV graphic file
17 format for storing bit-mapped images, with multiple compression formats and
18 resolutions.

19 **II. GENERAL PROVISIONS**

- 20 A. The parties will prepare their production documents in accordance with the agreed-upon
21 specifications set forth below, but will not process them through a common vendor.
- 22 B. The default assumption under this protocol is that until the resolution of this action, each
23 party will agree to bear its own reasonable costs in producing documents in conformity
24 with this agreement. Each party reserves the right to request cost-shifting for documents
25 it has been requested to produce in appropriate circumstances (and all parties reserve the
26 right to oppose any such request on any applicable grounds). Nothing herein constitutes
27 an acknowledgement (implicit or otherwise) by any party that ESI-related costs are
28 allowed or not allowed after the resolution of this action under Federal Rule of Civil

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2 Procedure 54, or otherwise.

- 3 C. To the extent a party is unable to produce ESI in the manner or format required by this
4 agreement, it shall alert the other party, and the parties shall meet and confer in good
5 faith to reach a mutually agreeable resolution of that issue, which may include
6 production of ESI in a manner or format inconsistent with the terms of this agreement.
7 If the parties are unable to resolve the issue through good faith meet and confer efforts,
8 they may present the issue to the Court for resolution, which again may result in the
9 production of ESI in a manner or format inconsistent with the terms of this agreement.

10 **III. PRODUCTION PROTOCOL FOR SPECIFIED CATEGORIES OF DOCUMENTS**

11 **Hard-copy Documents**

12 1. The parties shall produce non-duplicative (as defined below) responsive hard copy
13 documents in single-page black and white TIFF format (300 DPI resolution, Group IV compression);
14 the documents should be properly unitized (i.e., contain, to the extent reasonable and practicable,
15 correct logical document breaks and capture logical document attachment ranges). A producing
16 party may produce color hard-copy documents as black-and-white images; where color is material to
17 the interpretation of the document and upon reasonable request, the receiving party may request that
18 the document be produced in color (color documents will be produced as single page JPG images).
19 The producing party shall also provide document level OCR text files to accompany the TIFF format
20 production. Any documents that present imaging or formatting problems will be promptly identified
21 and the parties will meet and confer in an attempt to resolve the problems. Hard copy documents
22 should contain the following fields in an ASCII delimited data file (.txt, .dat, or .csv) that can be
23 loaded into commercially acceptable database software (e.g., Concordance, Relativity). The first
24 line of each text file must contain a header identifying each data field name (i.e., header row). Each
25 document within the database load file must contain the same number of fields as defined in the
26 header row. Additionally, a cross-reference image file registration file that can be loaded into
27 commercially acceptable production software (e.g., Opticon, Ipro) should be provided. Each TIFF in
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2 a product must be referenced in the corresponding image load file. The data load file should contain
3 the following fields:

- 4 a) Custodian (name of custodian where the document originated)
- 5 b) Bates Begin (beginning production number)
- 6 c) Bates End (ending production number)
- 7 d) Page count
- 8 e) Confidential Properties (populated with the confidentiality status)
- 9 f) Redaction Properties. Populated with the redaction status. For documents that are
10 produced with redactions, each redaction will contain a box with the word “Redacted” for
11 any documents that contain privileged redactions, additionally the load file will be populated
12 with “Redacted.” For any documents that contain confidential information that is redacted
13 (e.g., personally identifiable information), the load file will be populated with “Confidential
14 Redact” and the redaction will contain a box with the words “Confidential Redact.”
- 15 g) CDVol. Or ProdVol (the Name of media on which the data was produced)

16 **Non-electronic mail ESI (excluding structured data)**

17 2. The parties shall produce non-electronic mail ESI originally maintained as ESI in
18 single-page black and white TIFF format (300 DPI resolution, Group IV Compression) along with
19 corresponding document-level extracted text format, except that Excel spreadsheets (.xls, .xlsx),
20 comma delimited text files (.csv), presentation files (e.g., MSPowerPoint and Google Presently),
21 Access databases, and media files (e.g., video and audio files) collected from custodians from
22 Agreed ESI Sources shall be produced in native format. The parties agree that when producing a
23 native file, they will include a TIFF image as a placeholder for the file to represent the file in the
24 production set. The TIFF image placeholder for a native file should be branded with a unique Bates
25 number, any applicable confidentiality legend and state “See Native Document” on the TIFF image.
26 The native file should then be renamed to match the Bates number assigned to the document with its
27 original file extension. The filename field produced in the production load file that reflects the
28 original metadata should maintain the original file name. The parties further agree to meet and

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2 confer concerning the production of additional file types or specific files in native format as
3 discovery progresses, should a reasonable need for the production of such files in native format
4 arise. The parties shall produce an ASCII delimited data file (.txt, .dat, or .csv) that can be loaded
5 into commercially acceptable database software (e.g., Concordance). The first line of each text file
6 must contain a header identifying each data field name (i.e., header row). Each document within the
7 database load file must contain the same number of fields as defined in the header row.

8 Additionally, a cross-reference image file registration file that can be loaded into commercially
9 acceptable production software (e.g., Opticon, Ipro) should be provided. Each TIFF in a production
10 must be referenced in the corresponding image load file. The load files should contain the following
11 fields (to the extent the data is able to be automatically extracted from the file and/or is available
12 without manual input).

- 13 a. Custodian (name of custodian where the document originated)
- 14 b. All Custodians (names of all custodians that had electronic files that were
15 removed due to de-duplication).
- 16 c. Created Date (date the file was created)
- 17 d. Created Time (time the file was created)
- 18 e. Last Modified Date (date the file was last modified)
- 19 f. Last Modified Time (time the file was last modified)
- 20 g. Last Saved By (name of user who last saved the file)
- 21 h. File Name* (original name of the file)
- 22 i. Subject* (any value populated in the Subject field of the document properties)
- 23 j. Title* (any value populated in the Title field of the document properties (if
24 any))
- 25 k. File Ext (extension for the file)
- 26 l. MD5 Hash (or equivalent)
- 27 m. Bates Begin (beginning production number)
- 28 n. Bates End (ending production number)

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- 2 o. A field populated with the Bates number of the first page of the family group
- 3 of documents (BEGBATESATT)
- 4 p. A field populated with the Bates number of the last page of the family group
- 5 of documents (ENDBATESATT)
- 6 q. Attachment Name* (original file name or Bates numbers of all attachments to
- 7 a parent document)
- 8 r. Page count
- 9 s. Native link (path to the native file as included in the production e.g.,
- 10 d:\PROD001\natives\ABC00015.xls) for all files produced in native format
- 11 t. Confidential Properties (populated with the confidentiality status)
- 12 u. Redaction Properties (populated with the redaction type(s)). For documents
- 13 that are produced with redactions (privilege redactions or otherwise), each redaction will contain a
- 14 black box with the word “Redacted”. Additionally, the load file will be populated with “Redacted.”
- 15 All files that are redacted will be provided in TIFF format only and the only text provided is that
- 16 which is OCRred. If a large spreadsheet includes information requiring redaction, a party may redact
- 17 the spreadsheet in its native format instead of producing it in TIFF format with redacted OCR text.
- 18 The parties agree that all fields with an asterisk* will not be required to be produced if the files
- 19 require redaction.
- 20 v. The Full Path* (full path location to where the file originally resided) need not
- 21 be included in the load file, but should be preserved, if available, for potential provision upon
- 22 reasonable request.
- 23 w. CDVol or ProdVol (the Name of media on which the data was produced)
- 24 x. TimeZone. Three letter reference to time zone that data was processed in, as
- 25 agreed between parties.
- 26 3. All non-electronic mail ESI (excluding structured data) shall be processed
- 27 with a single time zone and a date and time setting that is consistent across all parties’ productions.
- 28 The Parties agree to the use of Greenwich Mean Time (GMT).

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2 **Electronic mail**

3 4. The parties shall produce electronic mail in single-page black and white TIFF format
4 (300 DPI resolution, Group IV compression) along with the corresponding document-level extracted
5 text, except that Excel spreadsheet attachments (.xls, .xlsx), comma delimited text files (.csv),
6 presentation files (e.g. MSPowerPoint and Google Presently), Access databases, and media files
7 (e.g., video and audio files) collected from custodians from Agreed ESI Sources, shall be produced
8 in native format. The parties agree that when producing a native file, they will include a TIFF image
9 as a placeholder for the file to represent the file in the production set. The TIFF image placeholder
10 for a native file should be branded with a unique Bates number, and confidentiality legend, and state
11 “See Native Document” on the TIFF image. The native file should then be renamed to match the
12 Bates number assigned to the document with its original file extension. The filename field produced
13 in the production load file that reflects the original metadata should maintain the original file name.
14 The parties further agree to meet and confer concerning the production of additional file types or
15 specific files in native format as discovery progresses, should a reasonable need for the production of
16 such files in native format arise. The parties shall produce an ASCII delimited data file (.txt, .dat, or
17 .csv) that can be loaded into commercially acceptable database software (e.g., Concordance). The
18 first line of each text file must contain a header identifying each data field name (i.e., header row).
19 Each document within the database load file must contain the same number of fields as defined in
20 the header row. Additionally, a cross-reference image file registration file that can be loaded into
21 commercially acceptable production software (e.g., Opticon, Ipro) should be provided. Each TIFF in
22 a production must be referenced in the corresponding image load file. The load files should contain
23 the following fields (to the extent the data is able to be automatically extracted from the file and/or is
24 available without manual input):

- 25 a. Custodian (name of custodian where the document originated)
26 b. All Custodians (names of all custodians that had electronic files that were
27 removed due to de-duplication)
28 c. Author (From field)*

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- d. CC*
- e. BCC*
- f. Recipient (To field)*
- g. Subject* (subject line of the email)
- h. MD5 Hash (or equivalent)
- i. Date Sent (date the email was sent)
- j. Time Sent (time the email was sent)
- k. Date Received (date the email was received)
- l. Time Received (time the email was received)
- m. Parent Date (the date of the parent email should be applied to the parent email

and all of the email attachments)

- n. File Ext (extension for the file)
 - o. Bates Begin (beginning production number)
 - p. Bates End (ending production number)
 - q. Attachment Bates Begin (beginning production number of all attachments to a
- parent document)
- r. A field populated with the Bates number of the first page of the family group
- of documents (BEGBATESATT).
- s. A field populated with the Bates number of the last page of the family group
- of documents (ENDBATESATT).
- t. Page count
 - u. Confidential Properties (populated with the confidentiality status)
 - v. Redaction Properties. For documents that are produced with redactions, each

redaction will contain a box with the word “Redacted” such that OCR text of the document will enable searching for “redacted” and locating the precise places where the redaction was done. For any documents that contain privileged redactions, additionally the load file will be populated with

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2 Redacted. The parties agree that all fields with an asterisk* will not be required to be produced if the
3 files require redaction.

4 w. Native link (path to the native file as included in the production e.g.,
5 d:\PROD001\natives\ABC00015.xls) for all files produced in native format.

6 x. CDVol or ProdVol (the Name of media on which the data was produced)

7 y. TimeZone (three letter reference to reflect the time zone that the data was
8 processed in, as agreed between parties)

9 z. CID/Thread Index (e.g., email thread index available in MS Exchange)

10 5. In addition to the foregoing fields, electronic mail shall be produced along with all
11 relevant attachments in sequential order as part of a family, maintaining the parent-child
12 relationship, to the extent the message or any attachment is responsive and not privileged. Any
13 emails or attachments to emails withheld on privilege grounds will be included on a privilege log to
14 be provided within a reasonable time period with control numbers assigned by the producing party.
15 Privilege logs are to conform to the requirements below; this paragraph imposes no additional
16 obligations on the parties with respect to the content and format of privilege logs. This procedure is
17 without prejudice to any challenges brought regarding documents withheld by the producing party.

18 6. All compressed or zipped ESI shall be unzipped or decompressed during processing.
19 To the extent an electronic file contains embedded files, such files shall be produced as attachments
20 in sequential order as part of a family, maintaining the parent-child relationship. Parties should
21 negotiate to limit extraction or production of embedded objects to non-image based types to restrict
22 extraction of images within emails or presentations (e.g., signature blocks).

23 7. Each page of a produced document, except those documents that are produced in
24 native format, shall have a legible, unique page identifier (“Bates Number”) electronically “burned”
25 (stamped) onto the image at a location that does not obliterate, conceal, or interfere with any
26 information from the source document. No other legend or stamp will be placed on the document
27 image other than a confidentiality legend or redactions (where applicable). The confidential legend
28 shall be “burned” (stamped) into the documents image at a location that does not obliterate or

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2 obscure any information from the source document. Any confidentiality designation or Bates
3 Number range for a natively-produced document will be provided in a separate field and burned into
4 the placeholder image.

5 8. Each page image file shall be named with the unique Bates Number of the page of the
6 document in the case of single-page TIFFs, followed by the extension “.TIF.” Any native
7 documents shall be named with the Beginning Bates number of the document.

8 9. A document level text file will be provided containing the extracted text (or OCR for
9 documents where no extracted text exists). The file will be named after the Beginning Bates number
10 of each document. Where a document contains redactions, only OCR text will be provided.

11 10. A placeholder should be inserted for exception documents (i.e., failed documents that
12 could not be processed due to corruption or password protection) that are part of a family being
13 produced with the legend “This document could not be imaged” and a produced field indicating
14 “Could Not Be Imaged.” Such placeholder shall include a unique Beginning Bates number of the
15 document.

16 11. Electronic mail that cannot be reviewed, produced and/or imaged in their entirety
17 because of technical issues (other than the file types that do not require processing under the terms of
18 this Stipulation) should be identified as an exception file and included on a log that lists the file
19 name, custodian, and reason for the exception (i.e., corruption, unavailable password protection,
20 proprietary software, or other technical issue). The producing Party shall provide a copy of this log
21 to the receiving Party at agreed upon intervals, and shall provide a final copy of the log upon
22 completion of document production. If the receiving Party requests production of any files listed on
23 the exception log, the Parties will meet and confer on a reasonable and cost-effective means for
24 attempting to provide the requested files.

25 12. Files to be processed may be identified through the use of an inclusionary list of file
26 types that typically contain meaningful user-created data. The following categories of electronic
27 files may be specifically excluded from collection, review and production:

28 a. System or executable files (.exe, .dll, etc.); and

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2 18. Documents and ESI shall be produced on readily accessible computer or electronic
3 media such as optical media (CD or DVD), external hard drives, or via an FTP site, or similar
4 electronic media (the “Production Media”). Each piece of Production Media shall identify a
5 production number or other unique identifying label corresponding to the Party and production with
6 which the documents on the Production Media are associated (e.g., “[Defendant Party] 001”,
7 “[Plaintiff Party] 001”), as well as the volume of the material in that production (e.g., “- 001”, “-
8 002”). For example, if the first production from a Party comprises document images on three hard
9 drives, the Party shall label each hard drive in the following manner: “[Party Name] 001-001”,
10 “[Party Name] 001-002”, and “[Party Name] 001-003.” Each piece of Production Media shall be
11 labeled to also identify: (1) the production date; and (2) the production number or Bates Number
12 range of the documents contained on the Production Media. Industry-standard encryption tools and
13 practices must be used when producing documents. Passwords must be at least 8 characters with a
14 mix of character sets and sent in a separate communication from the encrypted data. The parties
15 agree to expeditiously provide replacement production media or provide other reasonable assistance
16 in the event that the Receiving Party reports difficulty in accessing the media.

17 **IV. PRIVILEGE LOGS**

18 19. The parties agree that identification, review, redaction and logging of privileged
19 communications can be costly and time-consuming. To limit the cost of a privilege review and
20 make document production more efficient, the parties agree to use the protocols described below
21 with respect to handling responsive documents that may include privileged information.

22 20. A party may use the following method to satisfy the need to produce a Privilege Log.

23 a. Rather than producing a Privilege Log that requires that a manually generated
24 privilege description be included on a log, the parties may, for electronic documents of all types,
25 provide instead a meta-data based Privilege Log that identifies the privileged document’s beginning
26 and ending Bates number; the document family’s beginning and ending Bates number; the nature of
27 the privilege claim; whether the document is being produced in redacted form; whether the
28 document stands alone, has attachments (in the case of an email), or is an attachment; the custodian

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2 from whom the document was collected; the type of document; the file name or subject line (in the
3 case of an email); the date the document was modified or sent; the document's author; and the
4 "from", "to", "cc", and "bcc" fields if the document is an email. No additional description, narrative
5 or information need be provided in the meta-data Privilege Log to satisfy the producing party's
6 obligations. Both parties acknowledge that the meta-data for email and corresponding attachments
7 will be based on and extracted from the top email in any responsive email chain and stand-alone
8 documents will be manually populated in the absence of meta-data, and that this will satisfy all
9 obligations pursuant to this paragraph. This provision does not apply to paper documents.

10 b. Upon receipt of the Privilege Log, the Receiving Party will have thirty (30)
11 business days to identify any document designated on the privilege log for which it in good faith and for
12 good cause requires more information in order to assess the claim of privilege. The parties will
13 meet and confer within ten (10) business days of such identification to determine if the receiving
14 party's questions can be resolved in a manner other than through the Producing Party providing a
15 more detailed Privilege Log line with regard to such disputed items. If the parties cannot resolve any
16 such disputed items, the Receiving Party must, within five (5) business days of any final "meet-and-
17 confer" between the parties regarding the disputed items, send a written notice to the Producing Party
18 listing the specific document(s) on the Privilege Log for which it is requesting a traditional privilege
19 log line. Subject to the right of either party to file a motion for protective order or motion to compel
20 at any time as appropriate under the court's rules, the Producing Party will within sixty (60) calendar
21 days of receipt of such written notice provide traditional privilege log lines for the listed document(s).
22 The time to produce such a log will be stayed by the filing of a motion for a protective order or
23 motion to compel with regard to such disputed items until such time as the motion is resolved. In
24 the event that a party determines in good faith that, because of the number of disputed items,
25 compliance with the sixty (60) day requirement is not reasonably feasible, the parties will meet and
26 confer to set a reasonable time period for production of the traditional privilege log entries.

27 c. Nothing in this stipulation changes the requirements of state or federal law as
28 to what constitutes a document or communication protected by an applicable privilege or immunity.

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2 Moreover, nothing in this stipulation precludes a Producing Party from satisfying their Privilege Log
3 obligations through any other means that meet the requirements of federal law.

4 21. The parties need not include or identify, on any privilege or work product log in
5 response to document requests, privileged documents constituting:

6 a. communications between any party or parties and counsel for that party or
7 parties that (a) were for the purposes of litigating this case, or were in anticipation of litigation
8 regarding the allegations made in this litigation; (b) postdate the establishment of an attorney-client
9 relationship between counsel and the party; and (c) were not disclosed to anyone who, at the time of
10 the disclosure, was a third party to the attorney-client relationship;

11 b. communications between attorneys or their agents and litigation experts or
12 consultants; and

13 c. documents created by then-current counsel (or by any employee or agent of
14 then-current counsel) for the purpose of litigating this case, or in anticipation of litigation relating to
15 allegations in this case, and not disclosed to anybody who, at the time of the disclosure, was not a
16 client of the firm creating the document at issue, an attorney for aligned parties in this case or those
17 attorneys' employees, or a consultant or expert for the firm or client.

18 22. Neither party will treat the failure to log such documents as a waiver of any privilege
19 or protection.

20 23. Inadvertent production of privileged materials shall be governed by the provisions set
21 forth in the Protective Order in this matter.

22 **V. PRODUCTION MEDIA AND ADDITIONAL FILE PROCESSING**

23 24. Microsoft Office files (with the exception of PowerPoint presentations and Excel),
24 WordPerfect, and other standard documents (e.g. Google Docs and PDF documents) will be
25 converted to single-page TIFF images and produced consistent with the specifications herein. If the
26 document contains comments or tracked changes, the TIFF images shall be generated to include the
27 comments or track changes contained in the file.

28 **VI. LIMITATIONS**

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2 25. Nothing in this Stipulation and Proposed Order shall prohibit a party from seeking
3 modification of any of its terms either by stipulation or by application to the Court. Should any
4 party subsequently determine that it cannot in good faith proceed as required herein or without
5 undue burden and cost, the parties will meet and confer to attempt to resolve any dispute before
6 seeking Court intervention.

7 26. This Stipulation and Proposed Order relates to the general protocol of identifying and
8 producing hard copy documents and ESI, and is not otherwise intended to alter the parties'
9 respective rights and obligations under the Federal Rules of Civil Procedure.
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12 **IT IS SO AGREED UPON AND STIPULATED.**
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15 Dated: September 1, 2017

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Colin H. Murray
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21
22
23 Dated: September 1, 2017

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24
25 By: /s/ Adam M. Shapiro (with permission)
Attorneys for Plaintiff
CITY OF LOS ANGELES

26
27 Dated: September 1, 2017

BERGER & MONTAGUE

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THE LAW OFFICE OF MARK KLEIMAN

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By: /s/ Jonathan Z. DeSantis (with permission)

Attorneys for Relator
RICHARD KNUDSEN

ATTESTATION

I, William P. Ashworth, attest that I am one of the attorneys for the Sprint Defendants, and as the ECF user and filer of this document, I attest that concurrence in the filing of this document has been obtained from its signatories.

Date: September 1, 2017

/s/ William P. Ashworth
William P. Ashworth

CITY OF LOS ANGELES, ex rel. RICHARD KNUDSEN v. SPRINT SOLUTIONS, INC.,
U.S. District Court For The Eastern District Of California - Case No. 2:17-CV-0811-TLN-AC

ORDER

IT IS SO ORDERED.

Date: September 12, 2017



ALLISON CLAIRE
UNITED STATES MAGISTRATE JUDGE