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UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON
AT SEATTLE

ANDREA GLADSTONE, individually, and
on behalf of all others similarly situated,

Plaintiffs,

v.

AMAZON WEB SERVICES, INC.,

Defendant.

No. 2:23-cv-00491-TL

**AGREEMENT REGARDING
DISCOVERY OF
ELECTRONICALLY STORED
INFORMATION AND
~~PROPOSED~~ ORDER**

AGREEMENT REGARDING DISCOVERY OF ESI
AND ~~PROPOSED~~ ORDER
(No. 2:22-cv-00491-TL)

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

3 **A. General Principles**

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

8 2. As provided in LCR 26(f), the proportionality standard set forth in Fed. R. Civ. P.
9 26(b)(1) must be applied in each case when formulating a discovery plan. To further the
10 application of the proportionality standard in discovery, requests for production of ESI and related
11 responses should be reasonably targeted, clear, and as specific as possible. This agreement is
12 intended to assist the parties in identifying relevant, responsive information that has been stored
13 electronically and is proportional to the needs of the case. The agreement does not supplant the
14 parties’ obligations to comply with Fed. R. Civ. P. 34.

15 **B. ESI Disclosures**

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

18 1. Custodians. The custodians most likely to have discoverable ESI in their
19 possession, custody, or control. The custodians shall be identified by name, title, connection to
20 the instant litigation, and the type of the information under the custodian’s control.

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

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

1 4. Inaccessible Data. A list of data sources, if any, likely to contain discoverable ESI
2 (by type, date, custodian, electronic system or other criteria sufficient to specifically identify the
3 data source) that a party asserts is not reasonably accessible under Fed. R. Civ. P. 26(b)(2)(B).

4 5. Foreign data privacy laws. Nothing in this Order is intended to prevent either party
5 from complying with the requirements of a foreign country's data privacy laws, *e.g.*, the European
6 Union's General Data Protection Regulation (GDPR) (EU) 2016/679. The parties agree to meet
7 and confer before including custodians or data sources subject to such laws in any ESI or other
8 discovery request.

9 **C. ESI Discovery Procedures**

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

13 2. Search methodology. The parties shall timely confer to attempt to reach agreement
14 on appropriate search terms and queries, file type and date restrictions, data sources (including
15 custodians), and other appropriate computer- or technology-aided methodologies, before any such
16 effort is undertaken. The parties shall continue to cooperate in revising the appropriateness of the
17 search methodology.

18 a. Prior to running searches:

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

23 ii. After disclosure, the parties will engage in a meet and confer
24 process regarding additional terms sought by the non-producing party.

25 iii. The following provisions apply to search terms / queries of the
26 requesting party. Focused terms and queries should be employed; broad terms or queries, such as

1 product and company names, generally should be avoided. A conjunctive combination of multiple
2 words or phrases (*e.g.*, “computer” and “system”) narrows the search and shall count as a single
3 search term. A disjunctive combination of multiple words or phrases (*e.g.*, “computer” or
4 “system”) broadens the search, and thus each word or phrase shall count as a separate search term
5 unless they are variants of the same word. The producing party may identify each search term or
6 query returning overbroad results demonstrating the overbroad results and a counter proposal
7 correcting the overbroad search or query. A search that returns more than 1,500 unique
8 documents, excluding families, is presumed to be overbroad.

9 3. Format.

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

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

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

23 d. If a document is more than one page, the unitization of the document and
24 any attachments and/or affixed notes shall be maintained as they existed in the original document.
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1 e. The parties shall produce all collected metadata fields pertaining to
2 documents produced in standard delineated load files that are “Relativity” compatible (DAT
3 Delimited) containing all discoverable information captured by the producing party.

4 f. The full text of each electronic document shall be extracted (“Extracted
5 Text”) and produced in a text file. The Extracted Text shall be provided in searchable ASCII text
6 format (or Unicode text format if the text is in a foreign language) and shall be named with a
7 unique Bates Number (*e.g.*, the unique Bates Number of the first page of the corresponding
8 production version of the document). Native file placeholders and non-native TIFF images will
9 be accompanied by an Opticon Cross-Reference load file.

10 4. De-duplication. The parties may de-duplicate their ESI production, using industry
11 standard MD5 or similar technology, across custodial and non-custodial data sources after
12 disclosure to the requesting party, provided that the duplicate custodian information removed
13 during the de-duplication process is tracked in a duplicate/other custodian field in the database
14 load file.

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

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

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

12 **D. Preservation of ESI**

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

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

21 2. The parties will supplement their disclosures in accordance with Fed. R. Civ. P.
22 26(e) with discoverable ESI responsive to a particular discovery request or mandatory disclosure
23 where that data is created after a disclosure or response is made (unless excluded under Sections
24 (D)(3) or (E)(1)-(2)).

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

- a. Deleted, slack, fragmented, or other data only accessible by forensics.
- b. Random access memory (RAM), temporary files, or other ephemeral data that are difficult to preserve without disabling the operating system.
- c. On-line access data such as temporary internet files, history, cache, cookies, and the like.
- d. Data in metadata fields that are frequently updated automatically, such as last-opened dates (see also Section (E)(5)).
- e. Back-up data that are duplicative of data that are more accessible elsewhere.
- f. Server, system or network logs.
- g. Data remaining from systems no longer in use that is unintelligible on the systems in use.
- h. Electronic data (*e.g.*, email, calendars, contact data, and notes) sent to or from mobile devices (*e.g.*, iPhone, iPad, Android devices), provided that a copy of all such electronic data is automatically saved in real time elsewhere (such as on a server, laptop, desktop computer, or “cloud” storage).
- i. Dynamic fields of databases that are not retained in the ordinary course of business.

E. Privilege

1. The parties agree to abide by Fed. R. Civ. P. 26(b)(5) with respect to documents withheld from production on the basis of a privilege or other protection. A producing party shall create a privilege log of all documents fully withheld from production on the basis of a privilege or protection, unless otherwise agreed or excepted by this Agreement and Order. A producing party need not log privileged correspondence exchanged exclusively with litigation counsel on or after March 31, 2023. Privilege logs shall include a unique identification number for each document and the basis for the claim (attorney-client privileged or work-product protection). For ESI, the privilege log may be generated using available metadata, including author/recipient or to/from/cc/bcc names; the subject matter or title; and date created. Should the available metadata

1 provide insufficient information for the purpose of evaluating the privilege claim asserted, the
2 producing party shall include such additional information as required by the Federal Rules of
3 Civil Procedure. Privilege logs will be produced to all other parties no later than 30 days after
4 substantial completion of a party's production unless an earlier deadline is agreed to by the parties.

5 2. If a requesting party believes that one or more entries in a producing party's
6 privilege log should be produced or requires further explanation, the requesting party may raise
7 the issue as to each such log entry in writing by identifying the entry's unique identification
8 number and providing reasonably sufficient detail so that the producing party may understand the
9 requesting party's position. The producing party shall respond within 14 calendar days. The
10 parties agree to meet and confer to resolve any disputes involving privilege claims. If the parties
11 cannot agree, then the requesting party may seek relief from the Court, following the procedures
12 of any applicable standing orders or rules.

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

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

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

19 6. Pursuant to Fed. R. Evid. 502(d), the production of any documents, electronically
20 stored information (ESI) or information, whether inadvertent or otherwise, in this proceeding
21 shall not, for the purposes of this proceeding or any other federal or state proceeding, constitute
22 a waiver by the producing party of any privilege applicable to those documents, including the
23 attorney-client privilege, attorney work-product protection, or any other privilege or protection
24 recognized by law. This Order shall be interpreted to provide the maximum protection allowed
25 by Fed. R. Evid. 502(d). The provisions of Fed. R. Evid. 502(b) do not apply. Nothing contained
26 herein is intended to or shall serve to limit a party's right to conduct a review of documents, ESI

1 or information (including metadata) for relevance, responsiveness and/or segregation of
2 privileged and/or protected information before production. Information produced in discovery
3 that is protected as privileged or work product shall be immediately returned to the producing
4 party.

5 Dated: August 13, 2024

By: /s/ Max Roberts

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Dated: August 13, 2024

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ORDER

Based on the foregoing, IT IS SO ORDERED.

DATED: August 14, 2024



Tana Lin
United States District Judge