



COPYRIGHT CLAIMS BOARD

DOCKET NO. _____

ACTION LETTER

United States Copyright Claims Board

CLAIMANT

v.

RESPONDENT

NOTICE OF COMPLIANCE AND DIRECTION TO SERVE

PLEASE READ CAREFULLY

Dear _____,

Date: _____

The Copyright Claims Board (CCB) finds that your claim is compliant with the statutory and regulatory requirements for bringing a claim and that it provides the respondent enough information to respond to your claim. This finding of compliance does not indicate how the Board will rule on your claim, but it means that the claim can move forward and be served on the respondent. Service is a formal means of delivering documents to another party in a CCB proceeding.

You are directed to have each respondent served the following documents (the "Service Packet"), and to upload a proof of service on eCCB, within ninety days of this notice.

- An initial notice
- The approved claim, along with any supplemental documents submitted with your claim
- An opt-out notification form

The CCB will provide the Service Packet to you separately in a single pdf file. Please look out for an email notifying you that the Service Packet has been filed in connection with your claim. Sign into eCCB to access the Service Packet. You should print the Service Packet, staple it, and arrange to have it served on each respondent.

You must upload a proof of service on eCCB within seven days after completing service. Do not alter, add anything to, or subtract anything from the service documents.

You may choose to ask a respondent to waive service by mailing them a completed Request to Waive Service form and the Waiver of Service form with the Service Packet documents. If a respondent agrees to waive service by signing the form, you will not need to formally serve the service documents on that respondent. When a respondent agrees and returns the signed waiver form to you, you must upload it on eCCB within seven days, and within ninety days of the date on this notice. If a respondent does not agree to waive service, you must arrange for valid service.

If you choose to ask the respondent to waive service, you should download the Request to Waive Service form and Waiver of Service form by signing into eCCB and going to the docket for your claim. Click on "Waiver of Service" from the list of documents. A pop up window should appear. Click on "Waiver of Service" again and a PDF form should open. Please print out the pages, staple them, and mail them to the respondent

For assistance regarding service or requests for waiver of service, please refer to the **Service of the Claim** chapter of the CCB Handbook.

If you do not upload either a waiver of service form or proof of service form within ninety days of this notice your claim will be dismissed without prejudice.

If you have any questions about this order, please contact asktheboard@ccb.gov. Include your docket number in the subject line.

Sincerely,

Copyright Claims Attorney