EXHIBIT "D"



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- General Document Image Format. Except as specified in Section G below, each electronic document shall be produced in single-page Group IV Tagged Image File Format ("TIFF") format at 300 dpi or in PDF format. TIFF and PDF files shall be single page and shall be named with a unique production number followed by the appropriate file extension. An Opticon (.opt) or IPRO (.lfp) load file shall be provided to indicate the location and unitization of the TIFF files. Also, a basic .txt or .csv file, or a .dat file with Concordance delimiters (i.e., a load file) shall be provided to indicate, at a minimum, the beginning and ending production numbers, the production volume id, and the number of pages for each document produced (see Section C below). A document that the vendor was unable to process will either be represented in the production set with a slip-sheet indicating that the document was not processed or be listed on an electronic exception report in a spreadsheet or similar report format.
- B. <u>Text-Searchable Documents</u>. No party has an obligation to make its production text-searchable; however, if a party's documents already exist in text-searchable format independent of this litigation, or are converted to text-searchable format prior to production for use in this litigation, including for use by the producing party's counsel, then such documents shall be produced in the same text-searchable format at no cost to the receiving party.

- C. <u>Document Unitization</u>. If a document is more than one page, the unitization of the document and any attachments and/or affixed notes shall be maintained as they existed in the original document. That unitization shall be reflected in the load file described in Section A above. For email attachments, appropriate attachment fields in the load file shall accompany the beginning and ending production numbers for the email.
- D. <u>Footer</u>. Each document image shall contain a footer with a sequentially ascending production number.
- E. <u>Color</u>. If the need arises to view a particular document in color, a party can make a good faith request to receive color JPEG images for that document.
 No images, including JPEG images, shall be compressed using the LZW (Lempel-Ziv & Welch) algorithm.
- F. Extracted Metadata. No party has an obligation to produce metadata associated with electronic documents; however, the producing party will, to the extent reasonably possible, preserve any metadata associated with electronic documents and, upon reasonable request and showing of particularized need by the requesting party, will produce any available metadata associated with the electronic document.
- 1) Field names shall be included as the first line of metadata load files.
- 2) Production numbers shall not be more than sixteen characters long or contain spaces.



- G. Native Files. A party that receives a document produced in a format specified above may make a reasonable request to receive the document in its native format, and upon receipt of such a request and after a showing of particularized need for the native file(s) by the requesting party, the producing party shall produce the document in its native format, if reasonably available. If a document is not formatted in a way that is easily converted to TIFF format (e.g., database files, large excel spreadsheets), then the producing party shall have the option of producing the document in native format.
- Native files shall be named with a production number. All native files produced shall be accompanied by load files as described in Section A above, shall include a TIFF placeholder or slip-sheet, and shall include a "NativeFile" field in a load file that contains the file paths to the native files produced. The production number naming convention for native files shall not include a confidentiality designation as part of that filename. However, the confidentiality designation for a native file, if any, shall be included in a "Designation" field in the corresponding load file.
- H. <u>Hard Copy Documents</u>. Hard copy documents shall be scanned and produced in the electronic format described in Sections A-D above.
- I. <u>No Backup Restoration Required</u>. The parties agree that, absent a specific request for good cause shown, no party need restore any form of media upon

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