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Legal: Subpoena Policy

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## **Brokor Civil & Criminal Subpoena Policy**

Brokor Corporation Privacy Policy prohibits the release of customer or account information without express permission from the customer, except when required by law, to conform to the edicts of the law, or to comply with legal process properly served on Brokor Corporation or one of its subsidiaries or affiliates.

If you seek the identity or account information of a Brokor Corporation customer in connection with a civil legal matter, you must fax, mail, or serve Brokor Corporation with a valid subpoena. If you seek the identity or account information of a Brokor Corporation customer in connection with a criminal matter, and you are a member of the law enforcement community, you must fax, mail, or serve Brokor Corporation with a valid subpoena.

Submission of Subpoenas

Brokor Corporation is headquartered in Greensboro, North Carolina and all civil subpoenas should be served at that location or mailed to:

Legal Department
Brokor Corporation
1577-D New Garden Rd, Suite 500
Greensboro, NC 27410

Alternatively, the civil subpoena can be faxed to:

336-217-8086

Attn: Legal Department

Notice to Customer and Response Time

Upon the receipt of a valid civil subpoena, Brokor Corporation will promptly notify the customer whose information is sought via e-mail or U.S. mail. If the circumstances do not amount to an emergency, Brokor Corporation will not immediately produce the customer information sought by the subpoena and will provide

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the customer an opportunity to move to quash the subpoena in court. Brokor Corporation reserves the right to charge an administration fee to the customer by charging the Payment Method the customer has on file with Brokor Corporation or our subsidiary.

Fees for Subpoena Compliance

Brokor Corporation will charge the person or entity submitting the civil subpoena for costs associated with subpoena compliance. Payment must be made within thirty (30) days from the date of receipt of the Brokor Corporation invoice. Checks should be made out to Brokor Corporation

Brokor Corporation's subpoena compliance costs are as follows:

Research - \$125.00/hour Secretarial - \$55.00/hour Federal Express - Cost as Billed Copies - \$.25/page

### Policies Regarding E-mail

Brokor Corporation will not produce the content of e-mail, as the Electronic Communications Privacy Act, 18 U.S.C. ?2701 et seq., prohibits an electronic communications service provider from producing the contents of electronic communications, even pursuant to subpoena or court order, except in limited circumstances. Brokor Corporation's e-mail servers do not retain deleted or sent e-mail. However, deleted e-mail may be recoverable from back-up servers for a period of up to thirty (30) days.

Brokor Corporation reserves the right to request a copy of the complaint and any supporting documentation that demonstrates how the Brokor Corporation e-mail address is related to the pending litigation and the underlying subpoena.

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