

THIRD PARTY CIVIL SUBPOENA COVER PAGE CHECKLIST

Given the unfamiliarity of civil litigants with our company and our unique role as a provider of wholesale communications interconnection services (and accordingly, our limited records) and in the interest of standardizing matters received from varied jurisdictions, we offer this checklist for us. To facilitate the orderly and efficient processing of Third Party Civil Subpoenas (“TPCS” -- see Sec. 1.1 of our Civil Subpoena Policy) seeking customer-related information concerning phone numbers, we strongly encourage its use in preparing a TPCS for service.

CONTACT AND PROCESSING DETAILS

___ - **COMPLIANCE RESPONSE DUE DATE:** To satisfy contractual obligations to wholesale customers, we need at least 15 business days from service to process a TPCS for customer identity. We will object if not provided with a reasonable compliance interval (See Policy sec. 4).

___ - **OBJECTION RESPONSE DEADLINE:** If the TPCS does not specify this date and cite to jurisdictional authority establishing the same, please specify the same in supporting documents or transmittal letter.

___ - **EMAIL ADDRESS FOR RESPONSE:** If not provided in the TPCS, specify an email address in a transmittal letter (including for your document management service vendor if using same) to which we may provide our wholesale customer’s identifying information.

TPCS SCOPE DETAILS CHECKLIST

As discussed in section 1.1 of our Policy, we provide wholesale communications interconnection services to other providers and will have no relationship with or information about their end user subscribers. Accordingly, please note the following re: scope of TPCS requests:

___ - **TARGET INTERVAL:** Numbers may routinely port on/off our network and between our customers, or be inactive for an interval before being released for use by another provider. Requests for customer identity that do **not** specify any relevant range of dates are understood by Inteliquent as a request for identity on or after the TPCS issuance date (see Policy sec. 3.3)

___ - **TARGET PHONE NUMBER REQUIRED:** We can only provide wholesale customer identity with reference to this detail (do **not** provide a physical address, IP address or end user name -- such details are unknown to us and not useful to identify our customer -- see Policy sec. 3.3).

___ - **CALL DETAIL RECORDS (“CDRs” or “incoming/outgoing calls,” “tolls,” or “messages”):**

- (1) Do **not** request CDRs without first reading section 2 of our Policy. Inteliquent is at best a **secondary** source of CDRs. Our services are **not** exclusive and accordingly, we typically carry **only** a fraction of all calls to/from a number (we will have no CDRs for calls that never cross our network; by contrast, our wholesale customer will have CDRs for all calls (see example in sec. 2.1 illustrating circumstances in which we do not have a CDR for a number that is in-service with Inteliquent for our wholesale customer). Further, because we carry voluminous traffic in the aggregate, we must rapidly archive CDRs and any production of same will require retrieval/restoration of archived data to be queried). As such, our CDRs should generally **only** be sought where back tracing a specific call (see Policy sec. 9).
- (2) If, **after** first reviewing section 2, you still believe our CDRs are required (e.g., where back tracing based on a “downstream” provider’s CDR establishing that we delivered a call to their network), then present an **advance inquiry** to Scott.Kellogg@Sinch.com to (1) outline your intended scope (note: present this information **only** in the body of your email; do **not** attach a draft TPCS – attached files cannot be reviewed), and (2) request our processing time/fee estimate. We will require a significant processing interval for CDR requests (at least 4-6 weeks and potentially months, depending on scope), an ICB fee (see secs. 5.5/5.6), and a protective order (see sec. 2.2).
- (3) Inteliquent will **object** to a TPCS that seeks CDRs and is served absent advance inquiry (#2 above) and processing will be delayed.

___ - **END USER SERVICE-RELATED DETAILS:** Our customers generally are “OSPs” (other service providers to whom we provide wholesale communications interconnection services). Such OSPs have the end user subscribers (the parties using numbers to initiate/receive calls and messages). As such, requests appropriate in a retail/end user service context will be **objected** to by Inteliquent (i.e., we have **no information about or relationship with** an OSP’s end users and only maintain **aggregate** records relative to the OSP [without reference to any end user]). Accordingly, time invested in preparing a TPCS that includes the following (see also sec. 7.3) may yield no responsive records and **only delay processing**. Please only seek the following from the OSP and accordingly, exclude them from your TPCS to Inteliquent:

- ___ - Service applications/agreements/contracts and account establishment documents (**our account records only pertain to the OSP**)
- ___ - Billing records, invoices, and charges for services (**our billing records only pertain to the OSP**)
- ___ - Payment information, bank records, and transaction details (**our payment receipt records only pertain to the OSP**)
- ___ - Correspondence re: end user subscriber (**end user identity is CPNI – it cannot be disclosed by the OSP and is unknown to us**)
- ___ - Identification of other numbers/accounts (our records are in aggregate and without distinction among OSP end users)
- ___ - Electronic/cloud content (**our network does not capture voicemail, email, and SMS/MMS/text messages, or attachments to same**)
- ___ - End user subscriber equipment and ID numbers, including SIM cards (**we do not provide equipment to end users**)
- ___ - IP addresses (**we interconnect with OSPs through common gateways; we cannot track details not on our network - e.g. end user IP**)
- ___ - Data used by end user (**we do not provide data services to end users; we cannot track details not on our network**)
- ___ - GPS or geo-location, cell site/tower “ping” and network connection location records (**we cannot track details not on our network**)

SERVICE / PROCESSING FEES

___ - **SERVE TO OUR CORPORATE OFFICE:** Since this will allow for timely processing and minimize process server fees for litigants, we welcome service via mail/delivery (see sec. 3.2). To facilitate receipt, provide delivery method / tracking details (note: we recommend FedEx and UPS only for time-sensitive matters) by email to Scott.Kellogg@Sinch.com, identifying your matter in subject line (“TPCS Tracking Details for [Litigants; Case No.]”). Do **not** attach a courtesy copy of your TPCS (we do **not** consent to email service and cannot open attached files).

___ - **PROCESSING FEE:** we will object to matters served absent the applicable standard fee (sec. 5.4) or ICB fee (sec. 5.5; where directed in response to advance inquiry), and processing will be delayed accordingly.