

## Proprietary Rights Complaint Process and Notification Form

If you are a trademark or copyright owner and you believe that your rights have been violated in any way, please complete and submit a signed copy of the form below, and send to our designated agent: Amanda Morgan, Encircle Marketing, Amanda.morgan@encirclemarketing.com, Phone: 214-259-4000, Fax: 214-259-4060, Mailing Address: 1999 Bryan St. Dallas, TX 75201 . Our agent information is provided pursuant to the Digital Millennium Copyright Act, 17 U.S.C. § 512(c)(2).

Upon receipt of a fully completed and signed notification form, we will disable access to the allegedly infringing materials and will promptly notify the individual who posted the materials that access has been disabled as is our obligation under the Copyright Act. If your notification is unsigned or is not on our form and does not contain the authorization language of our form, we will work with you to obtain a properly executed notification. If any of the other information is missing from your notification, however, we will not be able to respond to your request.

Pursuant to 17 U.S.C. § 512(g)(2), the individual who posted the materials may provide us with counter-notification that the materials were removed or disabled as the result of a mistake or misidentification of the materials. This counter-notification must (1) be signed, (2) include the individual's name, address and telephone number, (3) include a statement that the individual is making the counter-notification under penalty of perjury, and (4) state that the person consents to the jurisdiction of the federal district court where his or her address is located. If we receive such a counter-notification, and we determine that we would like to restore access to the materials, a copy will be sent to you notifying you that access to the materials will be restored within ten business days. Access will be restored between the tenth and fourteenth business day after we receive a counter-notification unless you inform us that you have filed an action seeking a court order to restrain the individual who made the posting from engaging in infringing activity on our network and servers. If we determine that we do not want to restore access to the materials, you will not receive any further notification.

Nature of Infringement:  Copyright  Trademark  Other

Description of your proprietary material that has been infringed: \_\_\_\_\_

\_\_\_\_\_

Registration numbers of your proprietary material: \_\_\_\_\_

\_\_\_\_\_

Description of infringing material located on our site: \_\_\_\_\_

\_\_\_\_\_

URL at which infringing material is located: \_\_\_\_\_

Contact information at which you can be reached:

Name: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Address: \_\_\_\_\_

e-mail address: \_\_\_\_\_ Fax number: \_\_\_\_\_

By signing below, you certify, under penalty of perjury under the laws of the United States of America, that (1) you are either the rights holder, or authorized to act on the rights holder's behalf, (2) you have a good faith belief that the use of the allegedly infringing material has not been authorized, and (3) the information provided above is true and accurate.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_