

It is the policy of Advanced Communications Technology, Inc. (ACT) to respond to clear notices of alleged copyright infringement. In order for ACT to assure that notices of alleged infringement it receives are legitimate, accurate and complete, the following process describes the information that should be present in all notices. The form of notice specified in this process is consistent with the form suggested by the United States Digital Millennium Copyright Act.

- I. Regardless of whether ACT may be liable for such infringement under local country law or United States law, ACT's response to these notices may include removing or disabling access to material claimed to be the subject of infringing activity and/or terminating subscribers. If ACT removes or disables access in response to such a notice, it will make a good-faith attempt to contact the ACT customer whose access has been disabled so that they may make a counter notification. ACT will also document notices of alleged infringement on which it acts. As with all legal notices, a copy of the notice may be sent to one or more third parties who may make it available to the public.
- II. To file a notice of infringement with ACT you must provide a written communication by fax, e-mail, or regular mail that sets forth the items specified below. Please note that you will be liable for damages (including costs and attorneys' fees) if you materially misrepresent that a product or activity is infringing your copyrights.
 - a. To expedite our ability to process your request, please use the following format (including section numbers):
 - i. Identify in sufficient detail the copyrighted work that you believe has been infringed upon or other information sufficient to specify the copyrighted work being infringed.
 - ii. Identify the material that you claim is infringing the copyrighted work listed in item #1 above.
 - iii. FOR WEB SEARCH, YOU MUST IDENTIFY EACH SEARCH RESULT THAT DIRECTLY LINKS TO A WEB PAGE THAT ALLEGEDLY CONTAINS INFRINGING MATERIAL. This requires you to provide (a) the search query that you used, and (b) the URL for each allegedly infringing search result.
 - iv. Provide information reasonably sufficient to permit ACT to contact you (email address and phone number is preferred).
 - v. Provide information, if possible, sufficient to permit ACT to notify the person or entity responsible for the infringement.
 - vi. Include the following statement: "I have a good faith belief that use of the copyrighted materials described above as allegedly infringing is not authorized by the copyright owner, its agent, or the law."

- vii. Include the following statement: "I swear, under penalty of perjury, that the information in the notification is accurate and that I am the copyright owner or am authorized to act on behalf of the owner of an exclusive right that is allegedly infringed."
 - viii. Sign the paper.
 - ix. Send the written communication to the following address:
 - 1. Advanced Communications Technology, Inc.
 - 2. Fax: 307-673-0911
 - 3. E-mail to abuse@acthq.net
- III. Customer Notification:
- a. Once ACT receives a bone fide request, we will complete the following steps to get the copyright infringement stopped.
 - i. Identify the customer
 - ii. If the customer is associated with one of our affiliates, we will notify the affiliate for them to identify the customer.
 - iii. Once Customer is identified:
 - 1. Mail customer a **certified letter** informing them that we have received a DMCA complaint regarding copyright infringement.
 - 2. Provide them with a copy of the DMCA complaint.
 - iv. First incident, customer receives warning and notice that an additional complaints will result in service termination.
 - v. Second Incident, customer receives warning and notice that an additional complaint and may result in service termination.
 - vi. Third time, customer service will be suspended for a period of seventy-two (72) hours.
 - vii. Fourth time, customer will receive a letter of the incident and service termination notice.
- IV. DMCA Complainant:
- a. Will be sent a follow up letter with the information related to the investigation of the DMCA Complaint and the action taken.
- V. All paperwork associated with the DMCA complaint will be scanned into the customer account with a note on what occurred so we can track DMCA complaints and also will be kept on file by customer account number so we can track the number of complaints each customer account receives. This information should be retained for a period consistent with the RANGE Document Retention Policy for Customer Records which is a period of seven (7) years.