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# **Template: Stipulation Order for Collection and Production of Social Media**

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Plaintiffs ----- (“PLNTF1”) and ----- (“PLNTF2”) (collectively “Plaintiffs”) and Defendant, Cross-Complainant, and Cross-Defendant (the “DFNDT1”) hereby stipulate and agree that the following terms will govern the discovery of electronically stored information in connection with the DFNDT1’s second set of Requests for Production of Documents served in the above-captioned action.

**I. DEFINITIONS**

A. “Electronically stored information” or “ESI,” as used herein, means and refers to electronically stored information, including potentially relevant information stored electronically, magnetically, optically or in other computer-readable format.

B. “Native file” means and refers to the original format of a type of ESI in which such information was embodied at the time it was created by its corresponding software application.

C. “Metadata” means and refers to:

1. information embedded in a native file that is not ordinarily viewable or printable from the application that generated, edited, or modified such native file; and
2. information generated automatically by the operation of a computer or other information technology system when a native file is created, modified, transmitted, deleted or otherwise manipulated by a user of such system.

D. “Documents” includes all data stored in a Social Media account electronic form.

**II. MEET AND CONFER EFFORTS**

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**III. SEARCH PROCESS**

A. **Scope of ESI.**

Plaintiffs will provide the DFNDT1's Vendor with access to Plaintiffs' Social Media account by supplying the username and password for each account. All Social Media data available through the API will be collected by a forensic expert using a qualified forensic software tool.

B. **Key Custodians.**

The parties agree that the following is an initial list of key custodians for whom Social Media accounts will be targeted to identify ESI containing potentially responsive Documents:

1. <Custodian Name>;
2. <Custodian Name>;
3. <Custodian Name>;
4. <Custodian Name>;
5. <Custodian Name>;
6. <Custodian Name>;
7. <Custodian Name>;
8. <Custodian Name>;
9. <Custodian Name>; and,
10. <Custodian Name>;

The parties will meet and confer as to subsequent lists of additional custodians, if any.

C. **Collection Process and Scope.**

The parties and Vendor will cooperate in arranging a time for Vendor to access

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