**IN THE UNITED STATES DISTRICT COURT
FOR THE EASTERN DISTRICT OF VIRGINIA
Alexandria Division**

NICHOLAS HARRISON, *et al.*,   )
)
          Plaintiffs,   )
)
     v.   )
)   No. 1:18-CV-00641-LMB-IDD
JAMES N. MATTIS, *et al.*,   )
)
          Defendants.   )
)
)

ELECTRONICALLY STORED INFORMATION ORDER

IT IS HEREBY ORDERED THAT:

Electronically Stored Information. Where reasonably available, the parties will produce discoverable electronically stored information ("ESI") in single-page TIFF format (single page, Group 4 TIFF at 300 X 300 dpi resolution and 8½ X 11 inch page size, except for documents requiring different resolution or page size) or in PDF format. The parties may produce Microsoft Excel or Comma Separated Value (.csv) spreadsheet files in their native format. Because the parties agree that any produced document must be searchable to be usable, full extracted text will be provided for every document produced (whether TIFF or PDF) in the format of a single *.txt file for each file (e.g., not one *.txt per *.tif image). Where ESI contains text that has been redacted under assertion of privilege or other protection form disclosure, the redacted *.tif image or PDF will be OCR'd and file-level OCR text will be produced in lieu of extracted text. Searchable text will be produced as file-level multi-page UTF-8 text files with the text file named to match the beginning production number of the file.   All productions shall be accompanied by two load/unitization files with the following characteristics:

(i)   **Image Load File.**
   - Every document referenced in the production load file shall have all corresponding images, text, and data logically grouped together in a directory structure with a common key to properly load the data.
   - Each document shall be produced in only one image load file throughout the productions, unless that document is noted as being a replacement document in the Replacement field of the data load file.
   - The name of the image load file shall mirror the name of the delivery volume, and should have an .lfp, .opt or .dii* extension (e.g., ABC00l.lfp). The volume names shall be consecutive (i.e., ABC001, ABC002, et. seq.) *If .dii file is produced, the accompanying metadata load file shall be separate from the .dii file and not contained within the .dii file.*
   - The load file shall contain one row per TIFF image.

- Every image in the delivery volume shall be contained in the image load file.
- The image key shall be named the same as the Bates number of the page. Load files shall not span across media (e.g., CDs, DVDs, Hard Drives, etc.). A separate volume shall be created for each piece of media delivered.
- Emails will be produced with the CC and BCC line displayed in the image.

(ii)   **Metadata Load File.** The following metadata fields associated with each electronic document will be produced.

- Custodian
- BegBates
- EndBates
- BegAttach
- EndAttach
- AttachCount
- AttachName
- ParentID
- ATTACHIDS
- From (for email)
- Author
- To (for email)
- Cc (for email)
- Bcc (for email)
- Subject (for email)
- Title
- DateTimeSent (for email)
- DateTimeRcvd   (for email)
- DateCreated
- Native Link (if applicable)
- Text Link (full path of the .txt file for each document produced)
- Confidentiality Designation (for natively produced documents only, if required)
- FileExtension
- File size
- File type
- MD5 HASH

IT IS SO ORDERED.

Date: _6 Nov 18_

_____ /s/_____
Ivan D. Davis
United States Magistrate Judge