COPYRIGHT CLAIMS BOARD

Docket number: 25-CCB-0003
June 17, 2025

Rebecca Estenssoro, Karen Holmes, and Karen Boeker	*v.*	Jennifer Darter
CLAIMANTS		**RESPONDENT**

SCHEDULING ORDER

The Copyright Claims Board (Board) is issuing this order to set forth the deadlines and instructions for the active phase of proceeding 25-CCB-0003.

Refer to this document throughout the active phase, as it has important information about your deadlines and filing instructions. Also review the Infringement Response and Smaller Claims Chapters of the CCB Handbook for in-depth instructions and background explanations of CCB procedures.

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EVENT	DEADLINE
Respondent files response (37 C.F.R. § 222.8)	July 17, 2025
Initial conference (37 C.F.R. § 226.4(c))	Tuesday, August 19, 2025, at 1:00 PM ET

NEXT STEPS: There are five steps in this stage of the active phase:

- **Response:** Each respondent files a response to the claim. This is a respondent's first opportunity to give the Board information about their defenses to the allegations made by the claimant.
- **Initial Conference:** A Copyright Claims Officer (Officer) holds a conference to discuss the claim, describe what information and documents are necessary for parties to present their case, and answer any questions you may have. You will not be required to travel for any portion of a Board proceeding.
- **Limited Discovery:** The parties exchange information and documents as assigned by the Officer. Any assignment will be narrowly tailored to the issues in the proceeding.
- **Merits Conference:** The Officer holds a conference to discuss the materials that were submitted and allow the parties to present their positions regarding the case.

INSTRUCTION SHEET

First: Response

A response is the first opportunity for the respondent to answer the allegations the claimant made and raise defenses to those allegations. The respondent should review the claim carefully and think about the issues the claimant has raised, the facts and arguments made, the evidence included (if any), and whether the respondent would describe the events differently from the claimant or add additional facts.

Preparing and Submitting a Response

The respondent should read the **Smaller Claims** and the **Infringement Response** chapters of the CCB Handbook to learn about the elements of an infringement claim, consider some questions for preparing a response, and review potential available defenses. If the respondent wants to file a counterclaim, it must be filed along with the response. For more information about counterclaims, read the Handbook chapter on **Counterclaims**.

Filing Instructions

1. Log in to your eCCB account.
2. On your dashboard, click the "**Respond to claim**" button and select the proceeding from the drop-down menu.
3. Select **"yes"** or **"no"** to indicate whether you will be filing any counterclaims, and then proceed to completing the response screens.
4. Once you have provided the requested information, you will reach the "**Review**" page. This page includes all information you have provided in the response up to this point. Carefully double-check the information on this page. If you have any corrections, you can select "**Edit**" on any section to revise your entry. After you make changes, click "**Save & review**" to return to the Review page. Please review your response carefully. There are only limited opportunities to request an amendment.
5. Once you have completed your review and any revisions, you must confirm that the information is accurate and truthful to the best of your knowledge. To complete the declaration, type your full name into the "**Digital signature**" box near the bottom of the "**Review filing**" page and click "**Agree & submit**."

Second: Initial Conference

A Copyright Claims Officer will hold a virtual conference to discuss the claim, how the steps of the proceeding will work, and whether the parties are interested in voluntarily resolving their claims through a settlement conference. This conference gives you the opportunity to help the Officer understand your positions on the legal and factual issues of the case. The initial conference will be held virtually by Zoom. The Board will issue the link to the parties by email ahead of the conference.

Before the Initial Conference You Should:

1. Prepare a short summary of your side of the case.
2. Think of questions you may have for the Officer.
3. Consider what documents you have related to your case, and anything you think is missing.
4. Think about whether you are interested in **settlement**.

After the initial conference, the Officer will issue an order. This order will assign discovery questions and document searches as well as set a deadline for the end of discovery.

Questions?

If you have any questions, please contact **asktheboard@ccb.gov.** Include your docket number in the subject line. The Board is unable to provide legal advice. We can only provide legal information and assistance concerning Board procedures and requirements. If you would like to seek further guidance from a lawyer or law student at reduced or no cost, please visit the **Pro Bono Assistance** page on ccb.gov.