COPYRIGHT CLAIMS BOARD

DOCKET NO. 26-CCB-0413

Jenna Moyer	*V.*	Chelsea J Russell
CLAIMANT		**RESPONDENT**

NOTICE OF COMPLIANCE AND DIRECTION TO SERVE

PLEASE READ CAREFULLY

Dear Jenna Moyer, Date: 07/07/2026

The Copyright Claims Board (CCB) finds that your claim is compliant with the statutory and regulatory requirements for bringing a claim and that it provides the respondent enough information to respond to your claim. Finding the claim compliant means that it can move forward. It does not mean that the CCB agrees with any of the statements you have made or answers you have given in your claim, including but not limited to whether you have checked the correct boxes for the rights that were allegedly infringed or whether or not any respondent is an online service provider. It also does not indicate how the CCB will rule on your claim or what damages, if any, the CCB has the power to award or will award if your claim succeeds. Claimants often request forms of relief that the CCB is not authorized to grant. For more information on the kinds of relief that may be available to you, you should read the Initial Notice that will be included in the Service Packet that is being sent to you separately.

You are directed to have each respondent served with the following documents (the "Service Packet") within ninety days of this notice, and to upload a proof of service on eCCB, within the earlier of ninety days of this notice or seven days from when each respondent is served:

- An initial notice
- The approved claim, along with any supplemental documents submitted with your claim
- An opt-out notification form

Service is a formal means of delivering documents to another party in a CCB proceeding. The CCB will provide the Service Packet to you separately in a single pdf file. Please look out for an email notifying you that the Service Packet has been filed in connection with your claim. Sign into eCCB to access the Service Packet. You should print the Service Packet, staple it, and arrange to have it served on each respondent.

You must upload the proof of service attached to this letter on eCCB within seven days after completing service. Do not alter, add anything to, or subtract anything from the service documents.

You may choose to ask a respondent to waive service by mailing them a completed Request to Waive Service form and the Waiver of Service form with the Service Packet documents. If a respondent agrees to waive service by signing the form, you will not need to formally serve the service documents on that respondent. When a respondent agrees and returns the signed waiver form to you, you must upload it on eCCB within seven days, and within ninety days of the date on this notice. If a respondent does not agree to waive service, you must arrange for valid service.

If you choose to ask the respondent to waive service, you should download the Request to Waive Service form and Waiver of Service form by signing into eCCB and going to the docket for your claim. Click on "Waiver of Service" from the list of documents. A pop up window should appear. Click on "Waiver of Service" again and a PDF form should open. Please print out the pages, staple them, and mail them along with the Service Packet to the respondent.

For assistance regarding service or requests for waiver of service, please refer to the **Service of the Claim** chapter of the CCB Handbook.

If you do not upload either a waiver of service form or proof of service form within ninety days of this notice your claim will be dismissed without prejudice.

If you have any questions about this order, please contact **asktheboard@ccb.gov**. Include your docket number in the subject line.

Sincerely,

Reynaldo Rosado Torres

Copyright Claims Attorney

Jenna Moyer	*V.*	Chelsea J Russell	**DOCKET NO.** 26-CCB-0413
CLAIMANT		**RESPONDENT**	

PROOF OF SERVICE

I _____ *(name of Server)* affirm that I served copies of the notice, the claim, and the form to opt out ("Service Packet") on *(name of Respondent)* _____, Respondent in this Copyright Claims Board proceeding.
Date of Service: _____

Respondent, an *individual*, was served:

❑ by hand delivering the Service Packet to the Respondent personally at *(place)*_____.

❑ at the Respondent's residence or usual place of abode located at *(address)*_____
_____by leaving the Service Packet with *(name, if known)* _____,
a person over 18 years of age with suitable discretion who resides there.

❑ by personal delivery to *(name)* _____, who is designated by Respondent to accept service of process.

❑ by personal delivery to *(name)* _____, who is an agent authorized by appointment or by law to receive service of process on behalf of the Respondent.

❑ by _____ *(method)* in accordance with the state law for serving a summons in _____*(state)*.

Respondent, an *entity*, was served:

❑ by mail / e-mail *(circle one)* to _____ the Respondent's designated service agent listed in the Copyright Claims Board Designated Service Agent Database.

❑ by _____ *(method)* in accordance with the state law for serving a summons in an action brought in _____*(state)*.

❑ by hand delivery to _____ *(name)* who is an officer, a managing or general agent, or any other agent of Respondent authorized by appointment or by law to receive service of process in an action brought in _____*(state)*.

❑ I returned the Service Packet unsigned because _____.

Complete if you are a hired process server: MY FEES ARE

$_____ for travel | $_____ for services | for a total of $ 0

I declare under penalty of perjury that this information is true.

Date: _____ *X* _____
Server's signature

_____
Printed name and title

_____
Server's address

Additional information regarding attempted service, etc. *(use additional page if needed)* ▼