COPYRIGHT CLAIMS BOARD

Docket number: 26-CCB-0413
November 18, 2026

Jenna Moyer	*v.*	Chelsea J Russell
CLAIMANT		**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 26-CCB-0413.

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

EVENT	DEADLINE
Respondent files response	December 18, 2026
Pre-Discovery Conference	Tuesday, January 12, 2027, at 11:00 AM ET
Service of responses to standard interrogatories and production of documents in response to standard requests	February 26, 2027
Status Conference	Wednesday, March 3, 2027, at 2:00 PM ET

NEXT STEPS: There are four 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.
- **Pre-Discovery Conference:** A Copyright Claims Officer holds a conference to discuss the claim, explain the discovery process, and answer any questions you may have. You will not be required to travel for any portion of a Board proceeding.
- **Discovery:** The parties exchange information and documents relevant to the issues in the case.
- **Status Conference:** The Copyright Claims Officer holds a conference to discuss the status of discovery, next steps, and any questions you may have.

INSTRUCTION SHEET

First: Response

The response is the first opportunity for a respondent to reply to 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 and/or evidence.

Preparing and Submitting a Response: The respondent should read the **Responding to an Infringement Claim** chapter of the CCB Handbook to learn about the elements of a 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 **Counterclaims** Chapter of the CCB Handbook.

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: Pre-Discovery 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 pre-discovery conference gives you the opportunity to help the Officer understand your initial positions on the legal and factual issues of the case. It is also an opportunity to inform the Officer about any

documents and evidence you may need from the other side. The pre-discovery conference will be held virtually by Zoom. The Board will issue the link to the parties by email ahead of the conference.

Before the Pre-Discovery 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 that you have related to your case, and anything you think is missing.
4. Think about whether you are interested in **settlement**.

More information about discovery will be provided to you at the pre-discovery conference. You can, however, review the CCB Handbook Chapter on Discovery **here**.

Questions?

If you have 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 a law student at reduced or no cost, please visit the Pro Bono Assistance page on ccb.gov.

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