



DIGITAL MILLENNIUM COPYRIGHT ACT (DMCA) COMPLIANCE POLICY

It is the policy of TekLinks, Inc. dba C Spire Business ("CSB") to respond to clear notices of alleged copyright infringement. This document describes the information that should be present in these notices. It is designed to make submitting notices of alleged infringement to CSB as straightforward as possible, while reducing the number of notices received that are fraudulent and difficult to understand or verify. The form notice information requested below is consistent with the form suggested by the United States Digital Millennium Copyright Act (the text of which can be found at the U.S. Copyright Office Web Site, <http://www.copyright.gov>), but we will respond to notices of this form from other jurisdictions as well.

As a web hosting services provider, regardless of whether or not liability for any such infringement under local country law or United States law applies, our response to these notices may include removing or disabling access to material claimed to be the subject of infringing activity and/or terminating subscribers. If we remove or disable access in response to such a notice, we will make a good-faith attempt to contact the owner or administrator of the affected site or content so that they may make a counter notification prior to removal. We may also document notices of alleged infringement on which we act. Please note that a copy of the alleged infringement notice will be forwarded to the person who provided or is the owner of the allegedly infringing content.

NOTICE OF INFRINGEMENT

- A. To file a notice of infringement, you must provide a written communication by fax or regular mail that includes the items specified below. Please note that you will be liable for damages (including costs and attorneys' fees) if you materially misrepresent that a product or activity is infringing your copyrights. Accordingly, if you are not sure whether material available online infringes your copyright, we suggest that you first contact an attorney.
- B. To expedite our ability to process your request, please use the following format including the section numbers:
 1. Identify in sufficient detail the copyrighted work that you believe has been infringed upon (e.g., "The copyrighted work at issue is the text that appears on http://www.homepage.com/news_page.html") or other information sufficient to specify the copyrighted work being infringed (e.g., "The copyrighted work at issue is Thomas Jefferson - Author of America by Christopher Hitchens, published by Harper Collins Publishers, ISBN #0060598964").
 2. Identify the material that you claim is infringing the copyrighted work listed in item #1 above.

FOR WEB SEARCH, YOU MUST IDENTIFY EACH SEARCH RESULT THAT DIRECTLY LINKS TO A WEB PAGE THAT ALLEGEDLY CONTAINS INFRINGING

MATERIAL. This requires you to provide (a) the search query that you used, and (b) the URL for each allegedly infringing search result.

For example, if a search is conducted on the cspire.com website using the query "Blue Sky," the third and fourth results directly link to a web page that appears to infringe the copyrighted text identified in item #1 above. In this case, you would provide the following information:

- Search Query: Blue Sky
- Infringing Web Pages: www.infringingwebsite.com, photos.infringingwebsite.com

If you are sending a large number of URLs in one removal request, please also send an electronic copy of the notice to CSB-Compliance@CSpire.com.

3. Provide information reasonably sufficient to permit CSB to contact you (email address is preferred).
4. Provide information, if possible, sufficient to permit CSB to notify the owner/administrator of the allegedly infringing webpage or other content (email address is preferred).
5. Include the following statement: "I have a good faith belief that use of the copyrighted materials described above as allegedly infringing is not authorized by the copyright owner, its agent, or the law."
6. Include the following statement: "I swear, under penalty of perjury, that the information in the notification is accurate and that I am the copyright owner or am authorized to act on behalf of the owner of an exclusive right that is allegedly infringed."
7. Sign the paper.
8. Mail the written communication to the following address:

TekLinks, Inc. dba C Spire Business
Attn: Compliance, DMCA Complaints
201 Summit Parkway
Birmingham, AL 35209
OR fax to:
(205) 940.9067
Attn: Compliance, DMCA Complaints

COUNTER NOTIFICATION

- A. The administrator of an affected site or the provider of affected content may make a counter notification pursuant to sections 512(g)(2) and (3) of the Digital Millennium Copyright Act. When we receive a counter notification, we may reinstate the material in question.
- B. To file a counter notification with us, you must provide a written communication by fax or regular mail that sets forth the items specified below. Please be advised that you may be liable for damages (including costs and attorneys' fees) if you materially misrepresent that a product or activity is not infringing the copyrights of others. Accordingly, if you are not sure whether certain material infringes the copyrights of others, we suggest that you first contact an attorney.
- C. To expedite our ability to process your counter notification, please use the following format (including section numbers):
 1. Identify the specific webpage or website URLs or other unique identifying information for material that CSB has removed or to which CSB has disabled access.

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2. Provide your name, address, telephone number, email address, and a statement that you consent to the jurisdiction of Federal District Court for the judicial district in which your address is located (or Jefferson County, Alabama if your address is outside of the United States), and that you will accept service of process from the person who provided notification under subsection (c)(1)(C) or an agent of such person.
3. Include the following statement: "I swear, under penalty of perjury, that I have a good faith belief that each search result, message, or other item of content identified above was removed or disabled as a result of a mistake or misidentification of the material to be removed or disabled, or that the material identified by the complainant has been removed or disabled at the URL identified and will no longer be shown."
4. Sign the paper.
5. Send the written communication to the following address:

TekLinks, Inc. dba C Spire Business
Attn: Compliance, DMCA Counter Notification
201 Summit Parkway
Birmingham, AL 35243
OR fax to:
(205) 940.9067
Attn: Compliance, DMCA Complaints

For any additional questions regarding the DMCA process for CSB products, please contact us at CSB-Compliance@CSpire.com or call (205) 314-6600.