

**Cox Communications, Inc.**  
**Lawful Intercept Worksheet**

Please complete with all relevant information and fax with each court order to  
404-269-1898

**Surveillance Order: (Attach)**

Date of Order \_\_\_\_\_  
Date Served \_\_\_\_\_  
Termination Date \_\_\_\_\_  
Case/Docket# \_\_\_\_\_  
New or Extension? \_\_\_\_\_  
Deactivation? \_\_\_\_\_

**Target Information:**

Name(s) \_\_\_\_\_  
Phone \_\_\_\_\_  
IP Address \_\_\_\_\_  
Email Address \_\_\_\_\_  
Physical Address \_\_\_\_\_  
MAC Address \_\_\_\_\_  
Other \_\_\_\_\_

**LEA Information:**

Agent/Officer \_\_\_\_\_  
Agency \_\_\_\_\_  
Case Agent \_\_\_\_\_  
Contact Info. \_\_\_\_\_  
Technical Contact \_\_\_\_\_  
Contact Info. \_\_\_\_\_  
Agency \_\_\_\_\_  
Billing Contact \_\_\_\_\_  
Billing Address \_\_\_\_\_  
Billing Ref. No. \_\_\_\_\_

<b>Surveillance Type:</b>	Phone	<input type="checkbox"/>	Pen/Trap	<input type="checkbox"/>	
			Wiretap/Title III		<input type="checkbox"/>
			FISA		<input type="checkbox"/>
	Cellular	<input type="checkbox"/>	Pen/Trap	<input type="checkbox"/>	
			Wiretap/Title III		<input type="checkbox"/>
			FISA		<input type="checkbox"/>
	Broadband	<input type="checkbox"/>	Location		<input type="checkbox"/>
			Non-Content		<input type="checkbox"/>
			Data to Capture:		
			E.g. Email Header logs		
			DHCP/IP Records		
			Subscriber Info		
			Internet Traffic		

\_\_\_\_\_

\_\_\_\_\_

Content

Content to Capture:

E.g. Email content

\_\_\_\_\_

\_\_\_\_\_

**LEA Technical Requests:**

\_\_\_\_\_

\_\_\_\_\_

**Note:** If intercept is through Verisign, VPN setup must be established. Contact [nso@verisign.com](mailto:nso@verisign.com).

**See attached Notice for contact, billing and service of process details.**

**NOTICE TO PARTIES SERVING SUBPOENAS ON COX COMMUNICATIONS**

See also: <http://www.cox.com/Policy/leainformation/default.asp> or call (404) 269-0100

**Service of Process:** Cox Communications and its subsidiaries accept service of subpoenas, warrants and court, subject to payment of costs, at:

[SubpoenaResponse@cox.com](mailto:SubpoenaResponse@cox.com)  
Fax: (404) 269-1898

We do not accept service at any of our local offices. Our physical address is Records Custodian, Cox Communications, 1400 Lake Hearn Drive, Atlanta, GA 30319-1464. Physical service may be made on the agent for service of process for Cox Communications, available from the secretary of state wherever we do business or on Corporation Service Company, 40 Technology Parkway South, Suite 400, Norcross, GA 30092.

**Cost Reimbursement (18 U.S.C. § 2706)**

- |   |   |
|---|---|
| <input type="checkbox"/> \$40.00                        | Per account for basic information   |
| <input type="checkbox"/> \$80.00                        | Per account for expedited handling  |
| <input type="checkbox"/> \$40.00/Month                  | Telephone call detail records (other than toll)                                       |
| <input type="checkbox"/> No Charge                      | Telephone toll record and Cox telephone subscriber records of 10 or less*             |
| <input type="checkbox"/> \$5.00/Account                 | In excess of 10 subscribers   |
| <input type="checkbox"/> \$0.25/Page                    | Photocopies and facsimiles exceeding 10 pages   |
| <input type="checkbox"/> \$25.00                        | Data on CD-ROM  |
| <input type="checkbox"/> \$25.00                        | Express delivery  |
| <input type="checkbox"/> \$75.00/Hr./Staff              | Requests requiring greater than 0.5 hours (\$40.00 minimum)                           |
| <input type="checkbox"/> \$80.00 plus \$150.00Hr./Staff | For preservation or expedited handling, if available                                  |
| <input type="checkbox"/> No Charge                      | Child pornography or endangerment investigations, unless expedited response is sought |
| <input type="checkbox"/> Pen Register/Trap and Trace    | \$1500 for 60 days - \$1000 for each additional 60 days                               |
| <input type="checkbox"/> Wiretap                        | \$1500 for 30 days - \$1000 for each additional 30 days                               |

\* Telephone subscriber requests from law enforcement in excess of 10 accounts or otherwise voluminous may be charged for under 18 USC 2706. Inaccurate requests concerning non-Cox telephone subscribers require a fee of \$25 per non-Cox request. LEAs can check providers at <http://www.npac.com> to avoid charges for inaccuracies. Telephone account information in civil cases is charged at \$40.00 per account.

Acceptance of service by facsimile or email is strictly conditioned upon payment of charges. Cox reserves the right to require payment in advance, to withhold delivery of information until payment is received and to seek enforcement of charges. Entities that fail to pay charges must serve process by the registered agent within the appropriate state. Requesting parties will be notified if hourly charges apply and can receive a non-binding estimate.

**Payment Methods:** Please include reference number on invoice when sending payments.

Check: Make payable to Cox Communications, Inc. (Tax ID # 58-2112281) (Dun's # 789111374-1234)  
Subpoena Compliance Payments  
Cox Communications  
1400 Lake Hearn Drive  
Atlanta, GA 30319-1464

American Express, Visa and MasterCard accepted.

EFT: Routing No.: 061000227  
Account No.: 2000035304889  
Contact Name: Lisa Brown, Corporate Account Manager  
Phone Number: 800-590-7868, Option 651, Ext 71397  
Address: Wachovia Bank, N.A., 10401 Deerwood Park Blvd, South Building, Jacksonville, FL 32256

**Time for Response** - Requests are handled in the order received, subject to other pending expedited requests. Responsive information is generally provided within 10 business days. Limit toll and call record detail requests to the narrowest period of time possible or a significantly longer time may be required. Expedited response for information other than call records, if available resources permit, will generally be provided within 3 business days.

**Records Retention** - The following retention policies generally apply to frequently sought records:

- IP Assignment Logs Up to 6 months
- Subscriber Information 3 years
- Call Records 18 months (up to 36 in certain states)
- Preservation Requests 90 days

**Questions and Status Requests** - will only be accepted by one of the following methods:

- Fax: (404) 269-1898
- Email: [SubpoenaResponse@cox.com](mailto:SubpoenaResponse@cox.com)
- Phone (404) 269-0100 (Voice messages will be returned within 1 business day)

All questions must be submitted in writing along with a copy of the subpoena and response. To prevent delays in response to your request and those of others, please do not ask for the status of a request for 10 business days for subscriber information, 3 days for expedited requests and 30 days for call records. You may then fax a copy of your original subpoena with a cover page asking for the status.

**Contact Information** - (Please do not direct status requests or questions concerning subpoenas to these individuals)

**Saquonna Riley** [saquonna.riley@cox.com](mailto:saquonna.riley@cox.com) Phone: (404) 269-6841  
**Randy Cadenhead, Esq.** [randy.cadenhead@cox.com](mailto:randy.cadenhead@cox.com) Phone: (404) 269-6761  
**Bob Brand** (National Security/Classified) Phone: (678) 645-0670 (24/7)  
Fax - (678) 645-1679  
**After Business Hours - Emergency Only** (Eastern Time) 1 (877) 866-4474