

**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. \_\_\_\_\_

**Surveillance Type:**

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:**

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**Note:** If intercept is through Neustar, VPN setup may be required.

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

**Please fax a signed copy to: (404) 269-1898**

**After business hours, fax to Eastern Time Zone: (877) 866-4474**

**RECORDS CUSTODIAN INFORMATION FOR  
COX COMMUNICATIONS**

As of 12/1/11

See also: <http://ww2.cox.com/aboutus/policies/lea-information.cox> or call (404) 269-0100  
Cox Privacy Notice: <http://ww2.cox.com/aboutus/policies/annual-privacy-notice.cox>

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

**Service of Process** - Cox Communications and its subsidiaries accept service of subpoenas, warrants and court orders, subject to payment of costs, by email at [SubpoenaResponse@cox.com](mailto:SubpoenaResponse@cox.com) or by fax at (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.

**Restrictions** - 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 until payment and to seek enforcement of charges, including cost of collection. Entities that fail to pay charges must serve process upon the registered agent for Cox Communications within the appropriate state and requests for expedited response will not be granted. You will be notified if hourly charges apply and can request an estimate.

**Response Time** - Requests are handled in the order received, subject to pending expedited requests. Responsive information is generally provided within 10 business days. Expedited response for information other than call records, if available resources permit, will generally be provided within 3 business days. Extensive toll and call record detail requests may require 30 days or more.

**Questions** - During business hours Eastern Time, all questions should be directed as follows:

- **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)

**Status Requests** - For security reasons, 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 prior to 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.

**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)
LEA Preservation Requests	90 days (additional 90 days upon further request)

**Requirement for Court Order or Warrant** - Except as provided in 18 USC 2703, content of communications may not be provided without court order or warrant.

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

- \$40.00 Per account for basic information \*
- \$80.00 Per account for expedited handling
- \$40.00/Month Telephone call detail records (other than toll)
- No Charge Telephone toll record and Cox telephone subscriber records of 10 or less\*\*
- \$5.00/Account In excess of 10 subscribers
- \$0.25/Page Photocopies and facsimiles exceeding 10 pages
- \$25.00 Data on CD-ROM
- \$25.00 Express delivery
- \$75.00/Hr./Staff Requests requiring greater than 0.5 hours (\$40.00 minimum)
- \$80.00 plus \$150.00Hr./Staff For preservation or expedited handling, if available
- No Charge Non-expedited child pornography or endangerment investigations and investigations of harassing or abusive calls, if documented when requested and unless expedited response is sought
- Pen Register/Trap and Trace \$2500 for 60 days - \$2000 for each additional 60 days
- Wiretap \$3500 for 30 days - \$2500 for each additional 30 days

\*Requests based on IP addresses must include date, time and time zone information in order to receive a response.

\*\* Telephone subscriber requests from law enforcement in excess of 10 accounts or otherwise voluminous are subject to charge under 18 USC 2706. Inaccurate requests concerning non-Cox subscribers require a fee of \$25 per non-Cox request. Law enforcement can determine providers at <http://www.npac.com>. Telephone account information in civil matters is charged at \$40 per account.

**Payment Methods:** Include invoice reference number with payment. American Express, Visa and MasterCard accepted.

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

EFT: Contact us for instructions

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

<b>Tabatha Myers</b>	<a href="mailto:Tabatha.myers@cox.com">Tabatha.myers@cox.com</a>	Phone: (404) 269-6841
<b>Judy Nussbaum, Esq.</b>	<a href="mailto:judy.nussbaum@cox.com">judy.nussbaum@cox.com</a>	Phone: (404) 269-6761
<b>Ming Yao</b> (National Security/Classified - 24/7)	Phone: (678) 645-4603	Fax - (678) 645-1679
<b>After Business Hours - Emergency Only</b> (Eastern Time) 1 (877) 866-4474		