



obligations. BrownGreer shall work with the parties to compile all necessary data. The Parties shall serve their respective PFS, DFS, and responsive related documents by uploading them to the plaintiff-specific portal on MDL Centrality. Uploading the responsive discovery to the plaintiff-specific portal on MDL Centrality shall constitute effective service.

**2. Plaintiff Fact Sheets**

The Court has approved a PFS that includes questions, certain document requests (if applicable in response to particular questions), and certain written authorizations for the release of records (“Authorizations”). *See* Exhibit 1. Each Plaintiff must submit a completed PFS, executed Authorizations, and documents responsive to the requests in the PFS (“Responsive Documents”) through MDL Centrality pursuant to the terms of this Order. The obligation to comply with this Order and to provide a PFS shall fall solely to each Plaintiff and, where a Plaintiff has retained counsel, to the individual counsel representing that Plaintiff. Plaintiffs’ Lead Counsel and the members of the Plaintiffs’ Steering Committee are not obligated to provide PFS, executed Authorizations, or Responsive Documents for Plaintiffs by whom they have not been individually retained.

**3. Defendant Fact Sheets**

The Court has approved a DFS that includes questions and certain document requests (if applicable in response to particular questions). *See* Exhibit 2. Defendants must submit a completed DFS and Responsive Documents through MDL Centrality for the Plaintiffs for whom the Defendant has responsive information pursuant to the terms of this Order.

**4. Discovery Mechanisms**

The effect of a Party’s response to the questions contained in the PFS and DFS shall be considered the same as interrogatory responses, and where documents are requested, responses to

requests for production under the Federal Rules of Civil Procedure, and will be governed by the standards applicable to written discovery under the Federal Rules of Civil Procedure.

The parties agree that, at this time, neither party shall serve any case-specific written discovery or schedule any case-specific deposition (other than *in extremis* depositions) beyond the PFS and DFS. However, the parties anticipate that cases will be designated for further discovery pursuant to a future Court order, at which point further case-specific written discovery and case-specific depositions may occur. In cases selected for further discovery, including bellwether trial discovery, the parties agree that absent a showing of demonstrated need, (a) each Plaintiff may not serve more than 10 additional interrogatories on Defendants, and (b) Defendants may not serve more than 10 additional interrogatories on each Plaintiff. These interrogatories must be case-specific.

Document or information obtained pursuant to the authorizations provided with the PFS shall be Bates stamped by the requesting party to indicate the plaintiff and producing party and shall be produced by the requesting party via MDL Centrality to that plaintiff's counsel within 14 days of receipt. To use the documents obtained pursuant to the authorizations below in a deposition, to the extent not previously produced, they shall be produced to the opposing party no later than three (3) days prior to the deposition.

## **5. PFS Deadlines**

The following PFS deadlines shall apply:

### **A. Cases transferred to this MDL on or before the date of the entry of this Order:**

For cases transferred to this MDL on or before entry of this Order, each Plaintiff must complete and submit a PFS, applicable executed Authorizations, and Responsive Documents within 60 days after the entry of this Order.

B. **Other Cases:** For all other cases, including those cases brought through the filing of short-form complaints, each Plaintiff must complete and submit a PFS, applicable executed Authorizations, and Responsive Documents within 45 days after the filing of the Plaintiff's short-form complaint.

**6. DFS Deadlines**

Within 60 days after a Plaintiff submits a PFS, including applicable executed Authorizations and Responsive Documents, Defendants with responsive information shall serve a completed DFS and Responsive Documents upon that Plaintiff's counsel via MDL Centrality.

**7. Substantial Completeness of PFS and DFS**

A. Any PFS and DFS submission must be substantially complete, which means a Party must:

i. Answer all applicable questions (Parties may answer questions by indicating "not applicable," "I don't know," or "I don't recall," or "unknown" where such response is made in good faith following a reasonable investigation);

ii. Include a signed Declaration (for a PFS) or Verification (for a DFS);

iii. Provide duly executed record release Authorizations (for a PFS); and

iv. Produce the Responsive Documents to the extent such documents are in the Party's possession, custody, or control.

**8. Objections Reserved to PFS and DFS**

All objections to the admissibility of information contained in the PFS and DFS are reserved; therefore, no objections shall be lodged in the responses to the questions and requests contained therein. This paragraph, however, does not prohibit a Party from withholding or redacting information based upon a recognized privilege. Documents withheld on the basis of

privilege shall be logged in accordance with the requirements of Pretrial Order #17 regarding Privilege Log Protocols (ECF No. 661).

**9. Confidentiality of Data**

Information any Party provides pursuant to a PFS or DFS is deemed Confidential under the terms of the Protective Order.

**10. Scope of Depositions and Admissibility of Evidence**

Nothing in the PFS or DFS shall be deemed to limit the scope of inquiry at depositions and admissibility of evidence at trial. The scope of inquiry at depositions shall remain governed by the Federal Rules of Civil Procedure. The Federal Rules of Evidence shall govern the admissibility of information contained in responses to the PFS and DFS, and no objections are waived by virtue of providing information in any PFS or DFS.

**11. Rules Applicable to Plaintiffs' Authorizations**

As set forth above, Authorizations together with copies of such records shall be provided with the PFS at the time that the Plaintiff is required to submit a PFS pursuant to this Order.

Should Plaintiffs provide Authorizations that are undated, this shall not constitute a deficiency or be deemed to be a substantially non-complete PFS. Defendants (or the applicable records vendor) have permission to date (and where applicable, re-date) undated Authorizations before sending them to records custodians.

If an agency, company, firm, institution, provider, or records custodian to whom any Authorization is presented refuses to provide records in response to that Authorization, Defendants (or the applicable records vendor) shall notify a Plaintiff's individual representative counsel (or the Plaintiff, if pro se) and a designated individual from the Plaintiffs' Steering Committee. Upon notification, counsel shall work together in good faith to resolve the records issue.

In the event a records custodian requires a proprietary authorization or other particular form, Defendants (or the applicable records vendor) will provide it to Plaintiff's individual representative counsel (or the Plaintiff, if pro se) who shall thereafter execute and return the proprietary authorization or other particular form within 21 days.

Defendants' applicable records vendor shall have the right to contact agencies, companies, firms, institutions, or providers to follow up on the production of records responsive to a Plaintiff's authorization, but shall not engage in any discussion with the actual physician or any substantive discussion about the case with any of the above individuals or employees of the institutions.

Counsel for each Plaintiff will have the right to obtain copies of all documents Defendants receive pursuant to Authorizations provided by that Plaintiff. Within 14 days of receiving any Documents obtained pursuant to a Plaintiff's Authorization, Defendants shall produce such Documents to that Plaintiff to the Plaintiff's portal on MDL Centrality, except where the Documents are to be used in a deposition, in which case the Defendants shall produce such Documents to the Plaintiff to the Plaintiff's portal on MDL Centrality no later than three (3) days prior to the deposition, or as soon as reasonably practicable if such production occurs thereafter.

**12. PFS Deficiency Process**

Within 30 days of the deadline for receipt of a completed PFS, Defendants shall notify that Plaintiff of any deficiencies. Defendants shall serve a copy of the deficiency letter via MDL Centrality on counsel of record for the individual Plaintiff completing said fact sheet (or on the Plaintiff, if pro se). Plaintiff shall respond by letter within 21 days of the date of service of Defendants' letter.

If the dispute is not resolved, Defendants shall present the dispute for resolution by the Discovery Special Master pursuant to the process set forth at ¶¶ 22-26 of the Order Appointing and Setting Duties of Special Master for General Discovery and E-Discovery (ECF No. 540).

Should the foregoing deficiency process prove insufficient or inefficient, Defendants reserve the right to seek further relief from the Court, including an order for sanctions pursuant to Rule 37 or other relief appropriate under the Federal Rules, including an order to show cause why the delinquent Plaintiff's complaint should not be dismissed with prejudice.

**13. DFS Deficiency Process**

Within 30 days of the deadline for receipt of a completed DFS, Plaintiffs shall notify that Defendant of any deficiencies. Plaintiffs shall serve a copy of the deficiency letter via MDL Centrality on counsel of record for the Defendant completing said fact sheet. Defendant shall respond by letter within 21 days of the date of service of Plaintiffs' letter.

If the dispute is not resolved, Plaintiffs shall present the dispute for resolution by the Discovery Special Master pursuant to the process set forth at ¶¶ 22-26 of the Order Appointing and Setting Duties of Special Master for General Discovery and E-Discovery (ECF No. 540).

Should the foregoing deficiency process prove insufficient or inefficient, Plaintiffs reserve the right to seek further relief from the Court, including an order for sanctions pursuant to Rule 37 or other relief appropriate under the Federal Rules.

**IT IS SO ORDERED.**

DATED:           November 16          , 2022

          /s/ JOY FLOWERS CONTI            
The Honorable Joy Flowers Conti  
United States District Judge

**AGREED TO THIS 11th DAY OF November, 2022:**

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*Plaintiffs' Co-Liaison Counsel*

# EXHIBIT 1

IN THE UNITED STATES DISTRICT COURT  
FOR THE WESTERN DISTRICT OF PENNSYLVANIA

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IN RE: PHILIPS RECALLED CPAP, BI-LEVEL	)	
PAP, AND MECHANICAL VENTILATOR	)	
PRODUCTS LIABILITY LITIGATION	)	Case No. 2:21-mc-01230-JFC
	)	MDL No. 3014
	)	
THIS DOCUMENT RELATES TO: ALL PERSONAL	)	Honorable Joy Flowers Conti
INJURY CASES	)	

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**PLAINTIFF FACT SHEET**

This Plaintiff Fact Sheet (“PFS”) must be completed by each plaintiff who is making a claim of personal injury (a “Claim”) related to the use of a recalled continuous positive airway pressure (“CPAP”), bilevel positive airway pressure (“BiPAP”), or mechanical ventilator device manufactured by Philips RS North America LLC (“Philips RS”). The questions below relate only to the specific product(s) used by the plaintiff and recalled by Philips RS (the “Devices”).<sup>1</sup> **Please answer every question truthfully and accurately to the best of your knowledge.**

1. Please determine in which category you fit:
  - a. You must answer every question in this PFS. It is not sufficient to answer a question by saying “see medical records”; you must complete this form by providing a response to each question. Do not leave any blank spaces; if a question does not apply, then please respond with “N/A”.
  - b. Please consult with your lawyer if you do not know which questions you need to complete.
2. ***Please do not leave any questions unanswered***; if a question does not apply, then please respond with “N/A”. The PFS will be returned to you for completion if questions are left unanswered.
3. By signing the declaration at the end of this document, you are making your responses ***under oath and under penalty of perjury*** as if you were testifying in court.

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<sup>1</sup> The recalled Devices are: A-Series BiPAP A30; A-Series BiPAP A40; A-Series BiPAP Hybrid A30; A-Series BiPAP V30 Auto; C Series ASV; C Series S/T and AVAPS; Dorma 400; Dorma 500; DreamStation; DreamStation ASV; DreamStation GO; DreamStation St, AVAPS; E30 (Emergency Use Authorization); Garbin Plus, Aeris, LifeVent; OmniLab Advanced Plus; REMStar SE Auto CPAP; SystemOne ASV4; SystemOne Q Series; Trilogy 100; and Trilogy 200.

4. You must supplement your responses if you learn that they are incomplete or incorrect, or if your circumstances have changed, in any material respect.
5. For each question, where the space provided does not allow for a complete answer, please attach additional sheets so that you can provide complete answers. When attaching additional sheets, clearly label to what question your answer pertains.
6. You must authorize the disclosure of your personal records (including medical information protected by HIPAA, 45 CFR 164.508) for the purpose of review and evaluation in connection with your claim. For each health care provider, physician, pharmacy, retailer, and government agency identified in your responses to the PFS, please provide completed and signed (***but undated***) authorizations as described in part VIII below.
7. Definitions:
  - **“Health Care Provider”** means any hospital, clinic, medical center, physician’s office, infirmary, medical or diagnostic laboratory, or other facility that provides medical, dietary, psychiatric, or psychological care or advice, and any pharmacy, weight loss center, x-ray department, laboratory, physical therapist or physical therapy department, rehabilitation specialist, physician, psychiatrist, osteopath, homeopath, chiropractor, psychologist, nutritionist, dietician, or other persons or entities involved in the evaluation, diagnosis, care, and/or treatment of the plaintiff or plaintiff’s decedent.
  - **“Durable medical equipment”** (“DME”) means any equipment or supplies ordered by a healthcare provider for a patient due to a medical condition or illness.

**Information provided in response to this PFS, including any response to any authorizations, will only be used for purposes related to this litigation, and be deemed Confidential pursuant to the stipulated protective order.** A completed PFS shall be considered discovery responses pursuant to Fed. R. Civ. P. 33 and 34 and will be governed by the standards applicable to written discovery under the Federal Rule of Civil Procedure.

**I. GENERAL INFORMATION**

1. Legal name of person completing this PFS (first, middle, last):
2. Legal name of person or entity on whose behalf a claim is being made (if different from the person identified in response to question 1) (first, middle, last):
3. Legal name of person who uses or used the Device (if different from the person identified in response to question 2) (first, middle, last):
4. If you are completing this PFS in a representative capacity (*e.g.*, on behalf of the estate of a deceased person or on behalf of a minor), please complete the following information about yourself and the person on whose behalf you are completing the PFS (the “Represented Person”):

Your Address	Represented Person’s Address (Device User/Plaintiff’s Last Known Address)	Capacity in which you are representing the individual or estate	Relationship to the Represented Person (Device User/Plaintiff)

- a. If you represent a decedent’s estate complete the following:

Date of death:

State of death:

**The rest of this PFS requests information about the person who used the Device. If you are completing this form in a representative capacity, please respond to the remaining questions with information about the person who used the Device. Whether you are completing this PFS for yourself or for someone else, “you” means the person who used the Device.**

**II. DEVICE USAGE**

**COMPLETE THE QUESTIONS IN THIS SECTION FOR EACH DEVICE. (ATTACH SEPARATE SHEETS AS NECESSARY FOR ADDITIONAL DEVICES.)**

5. Please complete the following chart for each Device:

<b>Device Model Name and Number</b>	<b>Device Serial Number</b>	<b>Approximate Purchase Date of Device</b>	<b>How much of the total purchase price of the Device did you pay?</b>	<b>Reason for Use of the Device</b>	<b>Name and Address of Physician(s) who prescribed/recommended the use of the Device</b>	<b>Name and address of the DME that provided the device</b>

6. For each Device in the table above, complete the following:

<b>Device Name and Serial Number</b>	<b>What date did you start using the Device?</b>	<b>In general, how many nights per 7 day week do/did you use the Device?</b>	<b>In general, how many hours per night do/did you use the Device?</b>	<b>Did you use the Device during the daytime? (Y/N)</b>	<b>If yes daytime use, approximately how many hours per day do/did you use the Device?</b>

a. Identify every city and state you have resided in which you used the Device(s) listed above and the dates of residence for each location.

<b>Dates of residence</b>	<b>Location (city and state)</b>

7. For each Device listed above, where do/did you store the Device when it is/was not in use?

Device Name and Serial Number	Where was the Device stored?

8. Have you paused or stopped your usage of the Device?

a. If so, when and for what period of time?

Have you paused/stopped using the Device?	When and for what period of time?

9. Have you or anyone on your behalf ever cleaned your Device?

Device Name and Serial Number	Have you or anyone on your behalf ever cleaned your Device(s)?	How did you clean the Device(s)	What products did you use to clean the Device(s)? (Please identify all products, including any products advertised by third parties as CPAP cleaning devices.)

10. Have you ever noticed any particulate or dark matter in or on the Device?

a. If yes, please identify when you first noticed the particulate/dark matter?

11. Have you used any optional accessories (e.g., humidifier, cleaners, wipes, masks/headgear, tubing hoses, filters, nasal cushions, etc.) in combination with the Device?

a. If yes, please complete the chart below.

Accessory Name	Accessory Type


12. When did you first hear about the recall notification for your Device?

13. Did you participate in the recall?

a. If yes, when?

b. What is your Philips Device Registration Confirmation Code Number?



**III. PERSONAL INFORMATION**

14. Current address and date you moved there:

Current Address	Date you moved there

15. Most recent former address and dates (approximate) during which you resided there:

Most Recent Former Address	Dates during which you resided there (approximately)

16. Social Security Number:

17. Date of birth:

18. Are you currently employed? YES \_\_\_\_ NO \_\_\_\_\_

If yes, please identify your current employer with name, address and telephone number:

Current Employer	Address	Phone Number

If not, did you leave your last job for a medical reason? YES \_\_\_\_ NO \_\_\_\_\_

If yes, describe the medical reason:

19. Have you ever been out of work for more than thirty (30) days for reasons related to your health in the past five (5) years? YES \_\_\_\_ NO \_\_\_\_\_

If yes, please state the approximate dates you were out of work, employer, and health condition:

Approximate Dates you were out of work	Employer at the time	Health Condition

20. Have you ever served in any branch of the military? If yes, please identify.

- a. Were you ever discharged for any reason relating to your medical or physical condition?  
If yes, state what that condition was:

21. If you have Medicare, please state your Health Insurance Claim Number (“HICN”) number:

**IV. PERSONAL MEDICAL BACKGROUND**

22. Current height and weight:

Height	Weight

23. Approximate weight at date of CPAP prescription:

**24. Medical Conditions**

- a. To the best of your knowledge, have you ever experienced or been diagnosed with any of the following conditions from the time ***beginning ten (10) years before your first use of the Recalled Device(s) to the present?*** Please select Yes or No for each condition. For each condition for which you answer YES, please complete the Treating Physician information:

Condition Experienced or Diagnosed	Yes	No	Do Not Know	Treating Physician
Acute Inhalation Injury				
Acute Respiratory Failure				
Allergies or Allergic Reaction				
Asthma				
Atrial Fibrillation				
Bronchitis				
Cancer				
Chronic Obstructive Pulmonary Disease				
Chronic Kidney Disease				
Chronic Sinusitis				
Heart Failure				
Lung Injury or Damage				
Nasal Turbinate Hypertrophy				
Pneumonia				
Pulmonary Fibrosis				
Sarcoidosis				
Sleep Apnea				
Recurrent Esophageal Candida				

Respiratory Infection or Failure				
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25. If you have been diagnosed with cancer, which type of cancer were you diagnosed with?

Type of Cancer	Treating Physician (if different than above in Question 24)

26. If you were diagnosed with a sleep disorder, please state the disorder and treatment to address the disorder (if any).

Sleep Disorder	Treatment to address the disorder

27. **Healthcare Providers (Excluding Mental Health Care Providers):** To the best of your recollection, identify each physician, doctor, or other health care provider who has provided treatment to you *for any reason* (excluding mental health reasons) in the past ten (10) years and the reason for consulting the health care provider (attach additional sheets as necessary).

Name	Address	Approximate Dates/Years of Visits	Reason(s) for Visit or Specialty

28. **Hospitals, Clinics, and Other Facilities:**

- a. To the best of your recollection, identify each hospital, clinic, surgery center, physical therapy or rehabilitation center, or other healthcare facility where you have received inpatient or outpatient treatment in the past ten (10) years (including any hospitalization and emergency room treatment) *for any reason* (attach additional sheets as necessary):

Name	Address	Approximate Admission Date(s)	Reason(s) for Visits

29. Insurance Carriers: To the best of your recollection, identify each health insurance carrier which provided you with medical coverage and/or pharmacy benefits for the last ten (10) years, and the policy number (attach additional sheets as necessary).

Insurer Carrier	Policyholder	Policy Number	Approximate Dates of Coverage	Includes DME Coverage (Yes/No/Don't Know)

30. List all of the prescription medications or over-the-counter medications you have taken for at least three consecutive months in the period during which you used your Device, to the best of your recollection, and attach additional sheets as necessary. Please also list any medications for any length of time if they were prescribed for your alleged injury

Medication Name	Condition for Prescription	Prescriber Name and Address	Date of First Prescription	Medication prescribed for alleged injury Yes/No?

31. Have you ever used tobacco products or smoked marijuana, including cigarettes, e-cigarettes (e.g., vaping), cigars, pipes, and/or chewing tobacco/snuff?

If you answered yes, please complete the chart below.

Tobacco Product	Date Started	Date Ceased (or Ongoing)	Frequency of Use
Cigarettes			
E-Cigarettes/Vape Pens			
Cigars			
Pipes (including Hookah)			
Chewing Tobacco			
Snuff			
Any other Nicotine Product			
Marijuana			

32. Workplace Exposure

- a. During your career have you ever to your knowledge worked on or nearby dangerous or hazardous materials (e.g., asbestos, chemicals, auto-body paints, brake-lining, mining, nuclear reactors, shipyards, etc.)?

If yes, please complete the chart below.

Name of Employer	Address and Telephone Number	Dates of Employment	Type of Business and Position

**V. INJURIES AND DAMAGES**

33. Are you claiming any physical injuries or illness because of the Device? YES \_\_\_\_ NO \_\_\_\_

If yes, please describe in detail the following:

Physical Injury or Illness	Approximately when the symptoms began	Is the injury or illness continuing?	When were you diagnosed with this injury or illness	Who diagnosed the injury or illness?	Where was the injury or illness diagnosed?

34. Identify the primary treating physician(s) for the injuries you claim in this case:

35. Are you making a claim for lost wages or lost earning capacity?

## VI. AUTHORIZATIONS

All plaintiffs must complete the following authorizations:

1. Authorization for Release of Insurance Records. For each company listed in your response to question [IV.29], please provide a completed and signed (*but undated*) Authorization for Release of Insurance Records in the form attached as **Exhibit A**.
2. Medicare Authorization Form. If applicable, please provide a completed and signed (*but undated*) Medicare Authorization Form in the form attached as **Exhibit B**.
3. Limited Authorization to Disclose Health Information. For each health care provider, physician, pharmacy, retailer, and government agency identified in the PFS, and to permit access to your Care Orchestrator records, please provide a completed and signed (*but undated*) Authorization for the Release of Personal Records in the form attached as **Exhibit C**.
4. Authorization and Consent to Release Psychotherapy Notes. If you have sought professional treatment for your emotional distress you are alleging as a result of your device usage, please, provide a completed and signed (*but undated*) Health Care Authorization in the form attached as **Exhibit D**.
5. Authorization for the Release of Employment Records. If you are asserting a claim for lost wages or a reduction in or loss of earning capacity, please provide a completed and signed (*but undated*) Employment Authorization in the form attached as **Exhibit E**.
6. Limited Authorization for Release of Workers' Compensation Records. If you have applied for workers' compensation, please provide a completed and signed (*but undated*) Authorization for Release of Workers' Compensation Records for each agency or company you submitted your application to in the last ten (10) years in the form attached as **Exhibit F**.
7. Consent for Release of Social Security Information and Release for Social Security Earning Capacity. If you are asserting a claim for lost wages or a reduction in earning capacity, please provide a completed and signed (*but undated*) Consent for Release of Information for Social Security records and the Release for Social Security Earning Capacity in the forms attached as **Exhibit G(1) and G(2)**. If you are **not** asserting a wage loss claim or a reduction in lost earning capacity, you are not required to provide the Social Security Authorizations.
8. Tax Return 4506 Form. If you are asserting a claim for lost wages or a reduction in earning capacity, please provide a completed and signed (*but undated*) IRS Form 4506 attached as **Exhibit H** for each year identified. If you are **not** asserting a wage loss claim or a reduction in lost earning capacity, you are not required to provide IRS Form 4506.



**VII. OTHER RELEVANT DOCUMENTS**

Documents in your possession, including in electronic form. If you have any of the following materials in your possession, produce a copy of them along with this PFS:

1. All non-privileged documents you reviewed that assisted you in the preparation of your responses to this PFS.
2. A copy of all medical records and/or documents relating to the use of the Device from any hospital or health care provider who treated you in the past ten (10) years and who treated you for any disease, condition, or symptom referred to in any of your responses to the questions above and concerning any condition you claim is related to the use of the Device, including, but not limited to, all imaging studies of any part of your body, and laboratory, pathology, and biopsy reports, that relate in any manner to the diagnosis, treatment, care, or management of your condition and the injuries alleged in your Claim.

**VIII. DECLARATION**

Pursuant to 28 U.S.C. § 1746, I declare under penalty of perjury under the laws of the United States that (i) all the information provided in this Plaintiff Fact Sheet is true and correct to the best of my knowledge; (ii) that I have supplied all the documents requested in [part VIII] above to the extent that such documents are in my possession, custody, or control, or in the possession, custody, or control of my lawyers; and (iii) that I have supplied the authorizations attached to this declaration.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Location: \_\_\_\_\_

# Exhibit A

**AUTHORIZATION FOR RELEASE OF INSURANCE RECORDS**

To: \_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State and Zip Code

This will authorize you to furnish copies of all forms regarding insurance claims applications and benefits and all medical, health, hospital, physicians, nursing or allied health professional reports, records, notes or invoices and bills, which may be in your possession.

\_\_\_\_\_  
*Name of Insured*

whose date of birth is \_\_\_\_\_ and whose social security number is: \_\_\_\_\_

You are authorized to release the above records to the following representatives of defendants in the above-entitled matter, who have agreed to pay reasonable charges made by you to supply copies of such records.

Litigation Management Inc.,  
Name of Representative

Third Party Record Requestor  
Representative Capacity (e.g., attorney, records requestor, agent, etc.)

PO Box 241370  
Street Address

Cleveland, OH 44124  
City, State and Zip Code

This authorization does not authorize you to disclose anything other than documents and records to anyone.

This authorization shall be considered as continuing in nature and is to be given full force and effect to release information of any of the foregoing learned or determined after the date hereof, if it is expressly understood by the undersigned and you are authorized to accept a copy or photocopy of this authorization with the same validity as through the original had been presented to you.

\_\_\_\_\_  
Name/Signature

\_\_\_\_\_  
Date

# Exhibit B

## MEDICARE AUTHORIZATION FORM

\*\*ALL SECTIONS REQUIRED\*\*

### SECTION A: BENEFICIARY INFORMATION

Enter beneficiary name as it appears on Medicare card.

First Name:	Middle Name:	Last Name:
Date of Birth (mm/dd/yyyy)		Medicare Identification Number:
Address:		
City:	State:	Zip code:

### SECTION B: RECORD DETAILS DEFINITION

Medicare will only disclose the claim information identified below for the individual in Section A.

Select **one** option:      Release **all** records to date  
 Release records in timeframe from start date \_\_\_\_\_ to end date: \_\_\_\_\_

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**NY residents only:**      Include all records  
 Exclude information about alcohol and drug abuse, mental health treatment, and HIV

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Indicate whether authorization release is for a one-time disclosure, or Identify a future date or event when the authorization will expire.  
 One-time disclosure

Select **one** option:      Expiration upon specified date \_\_\_\_\_  
 Expiration upon specified event \_\_\_\_\_

### SECTION C: RELEASE INFORMATION TO

Identify the name, address and contact information of the person and/or organization to whom you want Medicare to disclose the claim records. Medicare will only release claim records to those listed.

Release claim records to beneficiary at mailing address above.

Organization/Individual 1 Name	Recipient 1 Email Address
Litigation Management Inc.,	
Recipient 1 Mailing Address:	
PO Box 241370, Cleveland, OH 44124	

### SECTION D: PURPOSE FOR REQUEST

This section helps Medicare understand the reason or intent for use for this record request.

At the request of the individual	Litigation
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### SECTION E: AUTHORIZATION AGREEMENT

I authorize Medicare to disclose claim records to the person(s) or organization(s) documented in Section C. I understand that these claim records may be re-disclosed by the recipient and may no longer be protected by law.

I understand I have the right to revoke this authorization at any time, in writing, except to the extent that Medicare has already acted based on my permission.

I understand that signing this authorization is voluntary. Treatment, payment, enrollment in a health plan or eligibility for benefits will not be conditioned on my authorization of this disclosure.

Signature of Beneficiary or Representative Authorized by Law:	Date Signed:
Legal Role of Representative (Requires Additional Documentation):	

**MEDICARE AUTHORIZATION FORM**  
\*\*ALL SECTIONS REQUIRED\*\*

**SECTION A: BENEFICIARY INFORMATION**  
Enter beneficiary name as it appears on Medicare card.

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth (mm/dd/yyyy): \_\_\_\_\_ Medicare Identification Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

**SECTION B: RECORD DETAILS DEFINITION**  
Medicare will only disclose the claim information identified below for the individual.

Select **one** option: Release **all** records to date \_\_\_\_\_  
Release records in timeframe from start date \_\_\_\_\_ to end date: \_\_\_\_\_

**NY residents only:** Include all records  
Exclude information about alcohol and drug abuse, mental health treatment, and HIV

Indicate whether authorization release is for a one-time disclosure, or identify a future date or event when the authorization will expire.

Select **one** option: Expiration upon specified date \_\_\_\_\_  
Expiration upon specified event \_\_\_\_\_

**SECTION C: RELEASE INFORMATION TO**  
Identify the name, address and contact information of the person and/or organization to whom you want Medicare to disclose the claim records. Medicare will only release claim records to those listed.

Release claim records to beneficiary at mailing address above.

Organization/Individual 1 Name \_\_\_\_\_ Recipient 1 Email Address \_\_\_\_\_

Recipient 1 Mailing Address: \_\_\_\_\_

**SECTION D: PURPOSE FOR REQUEST**  
This section helps Medicare understand the reason or intent for use for this record request.

At the request of the individual \_\_\_\_\_ Litigation \_\_\_\_\_

**SECTION E: AUTHORIZATION AGREEMENT**

I authorize Medicare to disclose claim records to the person(s) or organization(s) documented in Section C. I understand that these claim records may be re-disclosed by the recipient and may no longer be protected by law.

I understand I have the right to revoke this authorization at any time, in writing, except to the extent that Medicare has already acted based on my permission.

I understand that signing this authorization is voluntary. Treatment, payment, enrollment in a health plan or eligibility for benefits will not be conditioned on my authorization of this disclosure.

Signature of Beneficiary or Representative Authorized by Law: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Legal Role of Representative (Requires Additional Documentation): \_\_\_\_\_

1.

3.

4.

6.

2.

5.

7.

**1. BENEFICIARY INFORMATION**

Add beneficiary name and ID number as printed on Medicare identification card, date of birth, and address.

**2. RECORD TIMEFRAME**

Indicate date range of records to release, or select "release all records."

**3. NY RESIDENTS: EXCLUSIONS OPT-IN**

(NY residents only) Specify whether to exclude records related to alcohol and drug abuse, mental health treatment, and HIV.

**4. SELECT EXPIRATION DATE OR EVENT**

Indicate date or event information release authorization will expire, if you are not requesting a one-time disclosure.

**5. SPECIFY ORGANIZATION TO RELEASE TO**

Specify individual(s) to whom records should be released. First name, last name, and address are required. Additional contact information provided will be used only to follow up on questions related to your application submission.

**6. SELECT REASON FOR REQUEST**

Select purpose for record release request to help Medicare understand how records will be used.

**7. BENEFICIARY SIGNATURE**

Signature and date by beneficiary or authorized representative in acceptance of HIPAA clauses required to release information. If form not signed by beneficiary, attach notarized Power of Attorney (living individual), or Letters Testamentary and/ or Letters of Administration from the court (deceased individual).

# Exhibit C



LIMITED AUTHORIZATION TO DISCLOSE HEALTH INFORMATION  
(Pursuant to the Health Insurance Portability and Accountability Act "HIPAA" of 4/14/03)

TO: \_\_\_\_\_

Patient Name: \_\_\_\_\_

DOB: \_\_\_\_\_

SSN: \_\_\_\_\_

I, \_\_\_\_\_, hereby authorize you to release and furnish to: Litigation Management Inc., PO Box 241370, Cleveland, OH 44124 COPIES ONLY of the following information:

\* All medical records, including inpatient, outpatient, and emergency room treatment, all clinical charts, reports, documents, correspondence, test results, statements, questionnaires/histories, electronic medical data including information from Care Orchestrator and/or other databases, office and doctor's handwritten notes, and records received by other physicians. Said medical records may include all information regarding AIDS and HIV status.

\* All reports of autopsy, laboratory, histology, cytology, pathology, radiology, CT Scan, MRI, echocardiogram and cardiac catheterization reports.

\* All radiology films, mammograms, myelograms, CT scans, photographs, bone scans, pathology/cytology/histology/autopsy/immunohistochemistry specimens, cardiac catheterization videos/CDs/films/reels, and echocardiogram videos.

\* All pharmacy/prescription records including NDC numbers and drug information handouts/monographs.

\* All billing records including all statements, itemized bills, and insurance records.

1. To my medical provider: this authorization is being forwarded by, or on behalf of, attorneys for the defendants and has been approved by the Court supervising this litigation. This authorization is for the sole purpose of allowing copies of my medical records to be provided to the defendants in this litigation. It does not allow discussions of my medical history, care, treatment, diagnosis, prognosis, information revealed by or in the medical records, or any other matter bearing on my medical or physical condition.
2. I understand that the information in my health record may include information relating to sexually transmitted disease, acquired immunodeficiency syndrome (AIDS), or human immunodeficiency virus (HIV). It may also include information about treatment for alcohol and drug abuse.
3. I understand that I have the right to revoke this authorization at any time. I understand that if I revoke this authorization I must do so in writing and present my written revocation to the health information management department. I understand the revocation will not apply to information that has already been released in response to this authorization. I understand the revocation will not apply to my

insurance company when the law provides my insurer with the right to contest a claim under my policy. Unless otherwise revoked, this authorization will expire in one year.

4. I understand that authorizing the disclosure of this health information is voluntary. I can refuse to sign this authorization. I need not sign his form in order to assure treatment. I understand I may inspect or copy the information to be used or disclosed as provided in CFR 164.524. I understand that any disclosure of information carries with it the potential for an unauthorized re-disclosure and the information may not be protected by federal confidentiality rules. If I have questions about disclosure of my health information, I can contact the releaser indicate above.
5. A notarized signature is not required. CFR 164.508. A copy of this authorization may be used in place of an original.

Print Name: \_\_\_\_\_ (plaintiff/representative)

Signature: \_\_\_\_\_  
Date \_\_\_\_\_

# Exhibit D

**THIS SHOULD ONLY BE COMPLETED IF YOU HAVE SOUGHT PROFESSIONAL TREATMENT FOR YOUR EMOTIONAL DISTRESS YOU ARE ALLEGING AS A RESULT OF YOUR DEVICE USAGE.**

**AUTHORIZATION AND CONSENT TO RELEASE PSYCHOTHERAPY NOTES**

Name of Individual: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Provider Name: \_\_\_\_\_

TO: All physicians, hospitals, clinics and institutions, pharmacists and other healthcare providers;

The Veteran's Administration and all Veteran's Administration hospitals, clinics, physicians and employees;

Social Security Administration; and

Department of the Treasury/Internal Revenue Service;

Open Records, Administrative Specialist, Department of Workers' Claims;

All employers or other persons, firms, corporations, schools and other educational institutions;

The undersigned individual hereby authorizes each entity included in any of the above categories to furnish and disclose to Litigation Management, Inc. PO Box 241370, Cleveland, OH 44124 and its authorized representatives, with true and correct copies of all "psychotherapy notes", as such term is defined by the Health Insurance Portability and Accountability Act, 45 CFR §164-501. Under HIPAA, the term "psychotherapy notes" means notes recorded (in any medium) by a health care provider who is a mental health professional documenting or analyzing the contents of conversation during a private counseling session or a group, joint or family counseling, session, and that are separated from the rest of the individual's record. This authorization does not authorize ex parte communication concerning same.

- This authorization provides for the disclosure of the above-named patient's protected health information for purposes of the following litigation matter: \_\_\_\_\_  
\_\_\_\_\_

- The undersigned individual is hereby notified and acknowledges that any health care provider or health plan disclosing the above requested information may not condition treatment, payment, enrollment or eligibility for benefits on whether the individual signs this authorization.

- The undersigned individual is hereby notified and acknowledges that he or she may revoke this authorization by providing written notice to either Litigation Management (PO Box 241370, Cleveland, OH 44124) and/or to one or more entities listed in the above categories, except to the extent that any such entity has taken action in reliance on this authorization.
- The undersigned is hereby notified and acknowledges that he or she is aware of the potential that protected health information disclosed and furnished to the recipient pursuant to this authorization is subject to redisclosure by the recipient for the purposes of this litigation in a manner that will not be protected by the Standards for the Privacy of Individually Identifiable Health Information contained in the HEPAA regulations (45 CFR §§164.500-164.534).
- The undersigned is hereby notified that he/she is aware that any and all protected health information disclosed and furnished to Litigation Management, Inc, pursuant to this authorization will be shared with any and all co-defendants in the matter of \_\_\_\_\_ and is subject to redisclosure by the recipient for the purposes of this litigation in a manner that will not be protected by the Standards for the Privacy of Individually Identifiable Health Information contained in the HIPAA regulations (45 CFR §§164.500-164.534).
- A photocopy of this authorization shall be considered as effective and valid as the original, and this authorization will remain in effect until the later of: (i) the date of settlement or final disposition of \_\_\_\_\_  
(ii) one (1) year after the date of signature of the undersigned below.

**I have carefully read and understand the above and do hereby expressly and voluntarily authorize the disclosure of all of my above information to Litigation Management, Inc. PO Box 241370, Cleveland, OH 44124, and its authorized representatives, by any entities included in the categories listed above.**

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Individual or Individual's  
Representative

Printed Name of Individual's Representative (If applicable) \_\_\_\_\_

Relationship of Representative to Individual (If applicable) \_\_\_\_\_

This authorization is designed to be in compliance with the Health Insurance Portability and Accountability Act, and the regulations promulgated thereunder, 45 CFR Parts 160 and 164 (collectively, "HIPAA").

# Exhibit E

**THIS SHOULD ONLY BE COMPLETED IF YOU ARE ASSERTING A CLAIM FOR LOST WAGES OR  
A REDUCTION IN OR LOSS OF EARNING CAPACITY.**

**HIPAA COMPLIANT AUTHORIZATION FORM PURSUANT TO 45 CFR 164.508  
EMPLOYMENT AUTHORIZATION**

TO: \_\_\_\_\_  
Name of Employer

\_\_\_\_\_  
Address, City State and Zip Code

RE: Employee Name: \_\_\_\_\_ aka \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_

I authorize the disclosure of my employment records including any medical information protected by HIPAA, 45 CFR 164.508, for the purpose of review and evaluation in connection with a legal claim. I expressly request that all entities identified above disclose full and complete records including the following:

This will authorize you to furnish copies of alt applications for employment; resumes; records of all positions held; job descriptions of positions held; wage and income statements and/or compensation records; wage increases and decreases; performance evaluations, reviews and reports; transfers, statements and comments of fellow employees; all documents relating to discipline including warnings, reprimands, suspensions, terminations, and all other forms of discipline; attendance records; W-2s, worker's compensation files; all medical records, x- rays and test results; any physical examination records; all documents relating to my absences, illnesses and injuries; any records pertaining to claims made relating to health, disability or accidents in which I was involved including correspondence, reports, claim forms, questionnaires, records of payments made to me or on my behalf; and any other records relating to my employment and/or in my personnel file.

Information about HIV/AIDS and alcohol/substance abuse may be disclosed.

I authorize you to release the information to;

\_\_\_\_\_  
Name (Records Requestor)

\_\_\_\_\_  
Street Address      City      State and Zip Code

I intend that this authorization shall be continuing in nature. If information responsive to this

authorization is created, learned or discovered at any time in the future, either by you or another party, you must produce such information to the Records Requestor at that time.

I acknowledge the right to revoke this authorization by writing to you at the above referenced address. However, I understand that any actions already taken in reliance on this authorization cannot be reversed, and my revocation will not affect those actions. I understand that the entity to which this authorization is directed may not condition treatment, payment, enrollment or eligibility benefits on whether or not i sign the authorization. Any facsimile, copy or photocopy of the authorization shall authorize you to release the records herein.

This authorization expires \_\_\_\_\_ or at the conclusion of the case, whichever occurs first.

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Signature of Employee or Personal Representative Date Name of Employee or Personal Representative

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Description of Personal Representative's Authority to Sign for Employee (attach documents that show authority)



# Exhibit F

**To be executed only if you have filed a claim for workers compensation in the last ten (10) years.**

**HIPAA COMPLIANT AUTHORIZATION FORM PURSUANT TO 45 CFR 164.508  
WORKERS' COMPENSATION AUTHORIZATION**

TO: \_\_\_\_\_

RE: Name: \_\_\_\_\_ aka \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_

I authorize the disclosure of my Workers' Compensation records including any medical information protected by HIPAA, 45 CFR 164.508, for the purpose of review and evaluation in connection with a legal claim. I expressly request that all entities identified above disclose full and complete records including the following:

all workers' compensation claims, including claim petitions, judgments, findings, notices of hearings, hearing records, transcripts, decisions and orders; all depositions and reports of witnesses and expert witnesses; employer's accident reports; all other accident, injury, or incident reports; all medical records; records of compensation payment made; investigatory reports and records; applications for employment; records of all positions held; job descriptions of any positions held; salary records; performance evaluations and reports; statements and comments of fellow employees; attendance records; all physicians', hospital, medical, health reports; physical examinations; records relating to health or disability insurance claims, including correspondence, reports, claim forms, questionnaires, records of payments made to physicians, hospitals, and health institutions or professionals; statements of account, itemized bills or invoices; and any other records relating to the above-named individual. Copies, NOT originals, of all x-rays, CT scans, MRI films, photographs, and any other radiological, nuclear medicine, or radiation therapy films and of any corresponding reports. I expressly request that all covered entities under HIPAA identified above disclose full and complete protected medical information spanning the time period of \_\_\_\_\_ to \_\_\_\_\_.

I authorize you to release the information to Litigation Management Inc., P.O. Box 241370, Cleveland, OH 44124.

I intend that this authorization shall be continuing in nature. If information responsive to this authorization is created, learned or discovered at any time in the future, either by you or another party, you must produce such information to the Records Requestor at that time.

I acknowledge the right to revoke this authorization by writing to you at the above referenced address. However, I understand that any actions already taken in reliance on this authorization cannot be reversed, and my revocation will not affect those actions. I understand that the entity to which this authorization is directed may not condition treatment, payment, enrollment or eligibility benefits on whether or not I sign the authorization. I further

acknowledge that information about HIV/AIDS and alcohol/substance abuse may be disclosed. I also understand that the covered entity to whom this authorization is directed may not condition treatment, payment, enrollment or eligibility benefits on whether or not the individual signs the authorization. Any facsimile, copy or photocopy of the authorization shall authorize you to release the records herein.

This authorization expires \_\_\_\_\_ or at the conclusion of the case, whichever occurs first.

**Print Name:** \_\_\_\_\_ **(plaintiff/representative)**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Exhibit G(1)

***To be executed only if you have filed a claim for social security disability and are asserting a claim for lost wages or a reduction in earning capacity.***

**Consent for Release of Information****Instructions for Using this Form**

Complete this form only if you want us to give information or records about you, a minor, or a legally incompetent adult, to an individual or group (for example, a doctor or an insurance company). If you are the natural or adoptive parent or legal guardian, acting on behalf of a minor child, you may complete this form to release only the minor's non-medical records. We may charge a fee for providing information unrelated to the administration of a program under the Social Security Act.

**NOTE:** Do not use this form to:

- Request the release of medical records on behalf of a minor child. Instead, visit your local Social Security office or call our toll-free number, 1-800-772-1213 (TTY-1-800-325-0778), or
- Request detailed information about your earnings or employment history. Instead, complete and mail form SSA-7050-F4. You can obtain form SSA-7050-F4 from your local Social Security office or online at [www.ssa.gov/online/ssa-7050.pdf](http://www.ssa.gov/online/ssa-7050.pdf).

**How to Complete this Form**

We will not honor this form unless all required fields are completed. An asterisk (\*) indicates a required field. Also, we will not honor blanket requests for "any and all records" or the "entire file." You must specify the information you are requesting and you must sign and date this form. We may charge a fee to release information for non-program purposes.

- Fill in your name, date of birth, and social security number or the name, date of birth, and social security number of the person to whom the requested information pertains.
- Fill in the name and address of the person or organization where you want us to send the requested information.
- Specify the reason you want us to release the information.
- Check the box next to the type(s) of information you want us to release including the date ranges, where applicable.
- For non-medical information, you, the parent or the legal guardian acting on behalf of a minor child or legally incompetent adult, must sign and date this form and provide a daytime phone number.
- If you are not the individual to whom the requested information pertains, state your relationship to that person. We may require proof of relationship.

**PRIVACY ACT STATEMENT**

Section 205(a) of the Social Security Act, as amended, authorizes us to collect the information requested on this form. We will use the information you provide to respond to your request for access to the records we maintain about you or to process your request to release your records to a third party. You do not have to provide the requested information. Your response is voluntary; however, we cannot honor your request to release information or records about you to another person or organization without your consent. We rarely use the information provided on this form for any purpose other than to respond to requests for SSA records information. However, the Privacy Act (5 U.S.C. § 552a(b)) permits us to disclose the information you provide on this form in accordance with approved routine uses, which include but are not limited to the following:

1. To enable an agency or third party to assist Social Security in establishing rights to Social Security benefits and or coverage;
2. To make determinations for eligibility in similar health and income maintenance programs at the Federal, State, and local level;
3. To comply with Federal laws requiring the disclosure of the information from our records; and,
4. To facilitate statistical research, audit, or investigative activities necessary to assure the integrity of SSA programs.

We may also use the information you provide when we match records by computer. Computer matching programs compare our records with those of other Federal, State, or local government agencies. We use information from these matching programs to establish or verify a person's eligibility for Federally-funded or administered benefit programs and for repayment of incorrect payments or overpayments under these programs. Additional information regarding this form, routine uses of information, and other Social Security programs is available on our Internet website, [www.socialsecurity.gov](http://www.socialsecurity.gov), or at your local Social Security office.

**PAPERWORK REDUCTION ACT STATEMENT**

This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 3 minutes to read the instructions, gather the facts, and answer the questions. **SEND OR BRING THE COMPLETED FORM TO YOUR LOCAL SOCIAL SECURITY OFFICE. You can find your local Social Security office through SSA's website at [www.socialsecurity.gov](http://www.socialsecurity.gov). Offices are also listed under U.S. Government agencies in your telephone directory or you may call 1-800-772-1213 (TTY 1-800-325-0778).** You may send comments on our time estimate above to: SSA, 6401 Security Blvd., Baltimore, MD 21235-6401. **Send only comments relating to our time estimate to this address, not the completed form.**

Social Security Administration

Form Approved  
OMB No. 0960-0566

**Consent for Release of Information**

You must complete all required fields. We will not honor your request unless all required fields are completed. (\*Signifies a required field. \*\*Please complete these fields in case we need to contact you about the consent form).

TO: Social Security Administration

**\*My Full Name**

**\*My Date of Birth  
(MM/DD/YYYY)**

**\*My Social Security Number**

I authorize the Social Security Administration to release information or records about me to:

**\*NAME OF PERSON OR ORGANIZATION:**

**\*ADDRESS OF PERSON OR ORGANIZATION:**

LITIGATION MANAGEMENT, INC.

6000 PARKLAND BOULEVARD

MAYFIELD HEIGHTS, OH 44124

**\*I want this information released because:** to be used in support of an active litigation.

We may charge a fee to release information for non-program purposes.

Invoices can be sent via fax to: 440-484-2055, please reference the PacketID number found above Social Security Disability on the request letter.

Please feel free to contact Litigation Management, Inc. directly at (888) 803 - 8706 with any questions.

**\*Please release the following information selected from the list below:**

**Check at least one box. We will not disclose records unless you include date ranges where applicable.**

- 1.  Verification of Social Security Number
- 2.  Current monthly Social Security benefit amount
- 3.  Current monthly Supplemental Security Income payment amount
- 4.  My benefit or payment amounts from date \_\_\_\_\_ to date PRESENT.
- 5.  My Medicare entitlement from date \_\_\_\_\_ to date PRESENT.
- 6.  Medical records from my claims folder(s) from date \_\_\_\_\_ to date \_\_\_\_\_  
If you want us to release a minor child's medical records, do not use this form. Instead, contact your local Social Security office.
- 7.  Complete medical records from my claims folder(s)
- 8.  Other record(s) from my file (We will not honor a request for "any and all records" or "the entire file." You must specify other records; e.g., consultative exams, award/denial notices, benefit applications, appeals, questionnaires, doctor reports, determinations.)

Documents or other items relating to my social security claims(s): applications, questions, petitions, payment documents/decisions/awards/denials, jurisdictional documents/notes, transcripts, correspondence, findings, notice of hearings, hearing records, orders, depositions, reports; witnesses, medical reviewers and experts consultative examination reports, current developments/temporary, non-disability development and documentation, medical records and determination records.

**I am the individual, to whom the requested information or record applies, or the parent or legal guardian of a minor, or the legal guardian of a legally incompetent adult. I declare under penalty of perjury (28 CFR § 16.41(d)(2004) that I have examined all the information on this form and it is true and correct to the best of my knowledge. I understand that anyone who knowingly or willfully seeking or obtaining access to records about another person under false pretenses is punishable by a fine of up to \$5,000. I also understand that I must pay all applicable fees for requesting information for a non-program-related purpose.**

**\*Signature:** \_\_\_\_\_ **\*Date:** \_\_\_\_\_

**\*\*Address:** \_\_\_\_\_ **\*\*Daytime Phone:** \_\_\_\_\_

**Relationship (if not the subject of the record):** \_\_\_\_\_ **\*\*Daytime Phone:** \_\_\_\_\_

Witnesses must sign this form ONLY if the above signature is by mark (X). If signed by mark (X), two witnesses to the signing who know the signee must sign below and provide their full addresses. Please print the signee's name next to the mark (X) on the signature line above.

1. Signature of witness	2. Signature of witness
Address(Number and street, City, State, and Zip Code)	Address(Number and street, City, State, and Zip Code)

# Exhibit G(2)

*To be executed only if you are asserting a claim for lost wages or a reduction in earning capacity.*

**REQUEST FOR SOCIAL SECURITY EARNING INFORMATION**

\*Use This Form If You Need

**1. Certified/Non-Certified Detailed Earnings Information**

Includes periods of employment or self-employment and the names and addresses of employers.

**2. Certified Yearly Totals of Earnings**

Includes total earnings for each year but does not include the names and addresses of employers.

DO NOT USE THIS FORM TO REQUEST  
YEARLY EARNINGS TOTALSYearly earnings totals are free to the public  
if you do not require certification.To obtain FREE yearly totals of earnings,  
visit our website at [www.ssa.gov/myaccount](http://www.ssa.gov/myaccount).**Privacy Act Statement  
Collection and Use of Personal Information**

Section 205 of the Social Security Act, as amended, allows us to collect this information. In addition, the Budget and Accounting Act of 1950 and Debt Collection Act of 1982 authorize us to collect credit card information, if you choose to pay for the earnings information you have requested with a credit card. Furnishing us this information is voluntary. However, failing to provide all or part of the information may prevent us from processing your request.

We will use the information to identify your records, process your request, and send the earnings information you request. We may also share the information for the following purposes, called routine uses:

1. To the Internal Revenue Service (IRS) for auditing SSA's compliance with the safeguard provisions of the Internal Revenue Code of 1986, as amended.
2. To contractors and other Federal agencies, as necessary, for the purpose of, assisting the Social Security Administration (SSA) in the efficient administration of its programs.
3. To banks enrolled in the Treasury credit card network to collect a payment or debt when the individual has given his/her credit card number for this purpose.

In addition, we may share this information in accordance with the Privacy Act and other Federal laws. For example, where authorized, we may use and disclose this information in computer matching programs, in which our records are compared with other records to establish or verify a person's eligibility for Federal benefit programs and for repayment of incorrect or delinquent debts under these programs.

A list of additional routine uses is available in our Privacy Act System of Records Notices (SORNs) 60-0059, entitled Earnings Recording and Self-Employment Income System, 60-0090, entitled Master Beneficiary Record, 60-0224, entitled SSA-Initiated Personal Earnings and Benefit Estimate Statement, and 60-0231, entitled Financial Transactions of SSA Accounting and Finance Offices. Additional information and a full listing of all our SORNs are available on our website at [www.socialsecurity.gov/foia/bluebook](http://www.socialsecurity.gov/foia/bluebook).

**Paperwork Reduction Act Statement** - This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 11 minutes to read the instructions, gather the facts, and answer the questions. **Send only comments relating to our time estimate above to:** SSA, 6401 Security Blvd, Baltimore, MD 21235-6401.



## REQUEST FOR SOCIAL SECURITY EARNING INFORMATION

1. Provide your name as it appears on your most recent Social Security card or the name of the individual whose earnings you are requesting.

First Name:                      Middle Initial:

Last Name:

Social Security Number (SSN)          One SSN per request

Date of Birth:       Date of Death:

Other Name(s) Used  
 Maiden Name

2. What kind of earnings information do you need? (Choose **ONE** of the following types of earnings or SSA must return this request.)

**Itemized Statement of Earnings \$92.00**  
 (Includes the names and addresses of employers)  
 If you check this box, tell us why you need this information below.

Year(s) Requested:     to

Year(s) Requested:     to

Check this box if you want the earnings information **CERTIFIED** for an additional \$30.00 fee.

**Certified Yearly Totals of Earnings \$30.00**  
 (Does not include the names and addresses of employers) Yearly earnings totals are FREE to the public if you do not require certification. To obtain FREE yearly totals of earnings, visit our website at [www.ssa.gov/myaccount](http://www.ssa.gov/myaccount).

Year(s) Requested:     to

Year(s) Requested:     to

3. If you would like this information **sent to someone else**, please fill in the information below.

I authorize the Social Security Administration to release the earnings information to:

Name Litigation Management, Inc.

Address PO Box 241370

State OH

City Cleveland

ZIP Code 44124

4. I am the individual to whom the record pertains (or a person authorized to sign on behalf of that individual). I declare under penalty of perjury that I have examined all the information on this form, and on any accompanying statements or forms, and it is true and correct to the best of my knowledge.

**Signature AND Printed Name of Individual or Legal Guardian**

*SSA must receive this form within 120 days from the date signed*

Date

Relationship (if applicable, you must attach proof)

Daytime Phone:

Address

State

City

ZIP Code

Witnesses must sign this form **ONLY** if the above signature is by marked (X). If signed by mark (X), two witnesses to the signing who know the signee must sign below and provide their full addresses. Please print the signee's name next to the mark (X) on the signature line above.

1. Signature of Witness

2. Signature of Witness

Address (Number and Street, City, State and ZIP Code)

Address (Number and Street, City, State and ZIP Code)

## REQUEST FOR SOCIAL SECURITY EARNING INFORMATION

### INFORMATION ABOUT YOUR REQUEST

You may use this form to request earnings information for one ONE Social Security Number (SSN)

#### How do I get my earnings statement?

You must complete the attached form. Tell us the specific years of earnings you want, type of earnings record, and provide your mailing address. The itemized statement of earnings will be mailed to ONE address, therefore, if you want the statement sent to someone other than yourself, provide their address in section 3. Mail the completed form to SSA within 120 days of signature. If you sign with an "X", your mark must be witnessed by two impartial persons who must provide their name and address in the spaces provided. Select **ONE** type of earnings statement and include the appropriate fee.

#### 1. Certified/Non-Certified Itemized Statement of Earnings

This statement includes years of self-employment or employment and the names and addresses of employers.

#### 2. Certified Yearly Totals of Earnings

This statement includes the total earnings for each year requested but *does not* include the names and addresses of employers.

If you require one of each type of earnings statement, you must complete two separate forms. Mail each form to SSA with one form of payment attached to each request.

#### How do I get someone else's earnings statement?

You may get someone else's earnings information if you meet one of the following criteria, attach the necessary documents to show your entitlement to the earnings information and include the appropriate fee.

#### 1. Someone Else's Earnings

The natural or adoptive parent or legal guardian of a minor child, or the legal guardian of a legally declared incompetent individual, may obtain earnings information if acting in the best interest of the minor child or incompetent individual. You must include proof of your relationship to the individual with your request. The proof may include a birth certificate, court order, adoption decree, or other legally binding document.

#### 2. A Deceased Person's Earnings

You can request earnings information from the record of a deceased person if you are:

- The legal representative of the estate;
- A survivor (that is, the spouse, parent, child, divorced spouse of divorced parent); or
- An individual with a material interest (e.g., financial) who is an heir at law, next of kin, beneficiary under the will or donee of property of the decedent.

You must include proof of death and proof of your relationship to the deceased with your request.

#### Is There A Fee For Earnings Information?

Yes. We charge a \$92.00 fee for providing information for purposes unrelated to the administration of our programs.

#### 1. Certified or Non-Certified Itemized Statement of Earnings

In most instances, individuals request Itemized Statements of Earnings for purposes unrelated to our programs such as a private pension plan or personal injury suit. Bulk submitters may email [OCO.Pension.Fund@ssa.gov](mailto:OCO.Pension.Fund@ssa.gov) for an alternate method of obtaining itemized earnings information.

We will **certify** the itemized earnings information for an additional \$30.00 fee. Certification is usually not necessary unless you are specifically requested to obtain a certified earnings record.

Sometimes, there is no charge for itemized earnings information. If you have reason to believe your earnings are not correct (for example, you have previously received earnings information from us and it does not agree with your records), we will supply you with more detail for the year(s) in question. Be sure to show the year(s) involved on the request form and explain why you need the information. If you do not tell us why you need the information, we will charge a fee.

#### 2. Certified Yearly Totals of Earnings

We charge \$30.00 to certify yearly totals of earnings. However, if you do not want or need certification, you may obtain yearly totals **FREE** of charge at [www.ssa.gov/myaccount](http://www.ssa.gov/myaccount). Certification is usually not necessary unless you are advised specifically to obtain a certified earnings record.

#### Method of Payment

#### This Fee Is Not Refundable. DO NOT SEND CASH.

- You may pay by credit card, check or money order.
- Credit Card Instructions  
Complete the credit card section on page 4 and return it with your request form.
  - Check or Money Order Instructions  
Enclose one check or money order per request form payable to the Social Security Administration and write the Social Security number in the memo.

#### How long will it take SSA to process my request?

Please allow SSA 120 days to process this request. After 120 days, you may contact 1-800-772-1213 to leave an inquiry regarding your request.

**REQUEST FOR SOCIAL SECURITY EARNING INFORMATION**

• **Where do I send my complete request?**

Mail the completed form, supporting documentation, and applicable fee to: <b>Social Security Administration</b> P.O. Box 33011 Baltimore, Maryland 21290-33011	If using private contractor such as FedEx mail form, supporting documentation, and application fee to: <b>Social Security Administration</b> P.O. Box 33011 Baltimore, Maryland 21290-33011
---	--

• **How much do I have to pay for an Itemized Statement of Earnings?**

<b>Non-Certified</b> Itemized Statement of Earnings	<b>Certified</b> Itemized Statement of Earnings
\$92.00	\$122.00

• **How much do I have to pay for Certified Yearly Totals of Earnings?**

Certified yearly totals of earnings cost \$30.00. You may obtain non-certified yearly totals FREE of charge at [www.ssa.gov/myaccount](http://www.ssa.gov/myaccount). Certification is usually not necessary unless you are specifically asked to obtain a certified earnings record.

**YOU CAN MAKE YOUR PAYMENT BY CREDIT CARD**

As a convenience, we offer you the option to make your payment by credit card. However, regular credit card rules will apply. You also pay by check or money order. Make check payable to Social Security Administration.

CHECK ONE	<input type="checkbox"/> Visa <input type="checkbox"/> American Express <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover						
Credit Card Holder's Name (Enter the name from the credit card)	First Name, Middle Initial, Last Name						
Credit Card Holder's Address	Number & Street						
	City, State, & ZIP Code						
Daytime Telephone Number	<table border="1"> <tr> <td>□□□</td> <td>□□□</td> <td>□□□□</td> </tr> <tr> <td colspan="3">Area Code</td> </tr> </table>	□□□	□□□	□□□□	Area Code		
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□□□□	□□□□	□□□□	□□□□				
Credit Card Expiration Date	(MM/YY)						
Amount Charged See above to select the correct fee for your request. Applicable fees are \$30.00, \$92.00, or \$122.00. SSA will return forms without the appropriate fee.	\$						
Credit Card Holder's Signature	Date						

<b>DO NOT WRITE IN THIS SPACE OFFICE USE ONLY</b>	Authorization	
	Name	Date
	Remittance Control #	

# Exhibit H

*To be executed only if you are asserting a claim for lost wages or a reduction in earning capacity.*

Form **4506**

**Request for Copy of Tax Return**

(November 2021)

- ▶ **Do not sign this form unless all applicable lines have been completed.**
- ▶ **Request may be rejected if the form is incomplete or illegible.**
- ▶ **For more information about Form 4506, visit [www.irs.gov/form4506](http://www.irs.gov/form4506).**

OMB No. 1545-0429

Department of the Treasury  
Internal Revenue Service

**Tip: Get faster service:** Online at [www.irs.gov](http://www.irs.gov), **Get Your Tax Record** (Get Transcript) or by calling **1-800-908-9946** for specialized assistance. We have teams available to assist. **Note:** Taxpayers may register to use [Get Transcript](#) to view, print, or download the following transcript types: **Tax Return Transcript** (shows most line items including Adjusted Gross Income (AGI) from your original Form 1040-series tax return as filed, along with any forms and schedules), **Tax Account Transcript** (shows basic data such as return type, marital status, AGI, taxable income and all payment types), **Record of Account Transcript** (combines the tax return and tax account transcripts into one complete transcript), **Wage and Income Transcript** (shows data from information returns we receive such as Forms W-2, 1099, 1098 and Form 5498), and **Verification of Non-filing Letter** (provides proof that the IRS has no record of a filed Form 1040-series tax return for the year you request).

<b>1a</b> Name shown on tax return. If a joint return, enter the name shown first.	<b>1b</b> First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)
<b>2a</b> If a joint return, enter spouse's name shown on tax return.	<b>2b</b> Second social security number or individual taxpayer identification number if joint tax return
<b>3</b> Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)	

**4** Previous address shown on the last return filed if different from line 3 (see instructions)

**5** If the tax return is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number.  
**Litigation Management Inc, 6000 Parkland Blvd, Mayfield Heights, OH 44124 888-803-8706**

**Caution:** If the tax return is being sent to the third party, ensure that lines 5 through 7 are completed before signing. (see instructions).

**6 Tax return requested.** Form 1040, 1120, 941, etc. and all attachments as originally submitted to the IRS, including Form(s) W-2, schedules, or amended returns. Copies of Forms 1040, 1040A, and 1040EZ are generally available for 7 years from filing before they are destroyed by law. Other returns may be available for a longer period of time. Enter only one return number. If you need more than one type of return, you must complete another Form 4506. ▶ 1040

**Note:** If the copies must be certified for court or administrative proceedings, check here

**7 Year or period requested.** Enter the ending date of the tax year or period using the mm/dd/yyyy format (see instructions).

___/___/___	___/___/___	___/___/___	___/___/___
___/___/___	___/___/___	___/___/___	___/___/___

<b>8 Fee.</b> There is a \$43 fee for each return requested. <b>Full payment must be included with your request or it will be rejected. Make your check or money order payable to "United States Treasury." Enter your SSN, ITIN, or EIN and "Form 4506 request" on your check or money order.</b>	
<b>a</b> Cost for each return . . . . .	\$ _____
<b>b</b> Number of returns requested on line 7 . . . . .	_____
<b>c</b> Total cost. Multiply line 8a by line 8b . . . . .	\$ _____

**9** If we cannot find the tax return, we will refund the fee. If the refund should go to the third party listed on line 5, check here

**Caution:** Do not sign this form unless all applicable lines have been completed.

**Signature of taxpayer(s).** I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax return requested. If the request applies to a joint return, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506 on behalf of the taxpayer. **Note:** This form must be received by IRS within 120 days of the signature date.

**Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506.** See instructions.

Phone number of taxpayer on line 1a or 2a

<b>Sign Here</b>	▶ Signature (see instructions)	Date
	▶ Print/Type name	Title (if line 1a above is a corporation, partnership, estate, or trust)
	▶ Spouse's signature	Date
	▶ Print/Type name	

Section references are to the Internal Revenue Code unless otherwise noted.

## Future Developments

For the latest information about Form 4506 and its instructions, go to [www.irs.gov/form4506](http://www.irs.gov/form4506).

## General Instructions

**Caution:** Do not sign this form unless all applicable lines, including lines 5 through 7, have been completed.

**Designated Recipient Notification.** Internal Revenue Code, Section 6103(c), limits disclosure and use of return information received pursuant to the taxpayer's consent and holds the recipient subject to penalties for any unauthorized access, other use, or redisclosure without the taxpayer's express permission or request.

**Taxpayer Notification.** Internal Revenue Code, Section 6103(c), limits disclosure and use of return information provided pursuant to your consent and holds the recipient subject to penalties, brought by private right of action, for any unauthorized access, other use, or redisclosure without your express permission or request.

**Purpose of form.** Use Form 4506 to request a copy of your tax return. You can also designate (on line 5) a third party to receive the tax return.

**How long will it take?** It may take up to 75 calendar days for us to process your request.

**Where to file.** Attach payment and mail Form 4506 to the address below for the state you lived in, or the state your business was in, when that return was filed. There are two address charts: one for individual returns (Form 1040 series) and one for all other returns.

If you are requesting a return for more than one year or period and the chart below shows two different addresses, send your request based on the address of your most recent return.

## Chart for individual returns (Form 1040 series)

### If you filed an individual return and lived in:

Florida, Louisiana, Mississippi, Texas, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O. address

### Mail to:

Internal Revenue Service  
RAIVS Team  
Stop 6716 AUCS  
Austin, TX 73301

Alabama, Arkansas, Delaware, Georgia, Illinois, Indiana, Iowa, Kentucky, Maine, Massachusetts, Minnesota, Missouri, New Hampshire, New Jersey, New York, North Carolina, Oklahoma, South Carolina, Tennessee, Vermont, Virginia, Wisconsin

Internal Revenue Service  
RAIVS Team  
Stop 6705 S-2  
Kansas City, MO 64999

Alaska, Arizona, California, Colorado, Connecticut, District of Columbia, Hawaii, Idaho, Kansas, Maryland, Michigan, Montana, Nebraska, Nevada, New Mexico, North Dakota, Ohio, Oregon, Pennsylvania, Rhode Island, South Dakota, Utah, Washington, West Virginia, Wyoming

Internal Revenue Service  
RAIVS Team  
P.O. Box 9941  
Mail Stop 6734  
Ogden, UT 84409

## Chart for all other returns

### For returns not in Form 1040 series, if the address on the return was in:

### Mail to:

Connecticut, Delaware, District of Columbia, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia, Wisconsin

Internal Revenue Service  
RAIVS Team  
Stop 6705 S-2  
Kansas City, MO  
64999

Alabama, Alaska, Arizona, Arkansas, California, Colorado, Florida, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O. address

Internal Revenue Service  
RAIVS Team  
P.O. Box 9941  
Mail Stop 6734  
Ogden, UT 84409

## Specific Instructions

**Line 1b.** Enter the social security number (SSN) or individual taxpayer identification number (ITIN) for the individual listed on line 1a, or enter the employer identification number (EIN) for the business listed on line 1a. For example, if you are requesting Form 1040 that includes Schedule C (Form 1040), enter your SSN.

**Line 3.** Enter your current address. If you use a P.O. box, please include it on this line 3.

**Line 4.** Enter the address shown on the last return filed if different from the address entered on line 3.

**Note.** If the addresses on lines 3 and 4 are different and you have not changed your address with the IRS, file Form 8822, Change of Address, or Form 8822-B, Change of Address or Responsible Party — Business, with Form 4506.

**Line 7.** Enter the end date of the tax year or period requested in mm/dd/yyyy format. This may be a calendar year, fiscal year or quarter. Enter each quarter requested for quarterly returns. Example: Enter 12/31/2018 for a calendar year 2018 Form 1040 return, or 03/31/2017 for a first quarter Form 941 return.

**Signature and date.** Form 4506 must be signed and dated by the taxpayer listed on line 1a or 2a. The IRS must receive Form 4506 within 120 days of the date signed by the taxpayer or it will be rejected. Ensure that all applicable lines, including lines 5 through 7, are completed before signing.



You must check the box in the signature area to acknowledge you have the authority to sign and request the information. The form will not be processed and returned to you if the box is unchecked.

**Individuals.** Copies of jointly filed tax returns may be furnished to either spouse. Only one signature is required. Sign Form 4506 exactly as your name appeared on the original return. If you changed your name, also sign your current name.

**Corporations.** Generally, Form 4506 can be signed by: (1) an officer having legal authority to bind the corporation, (2) any person designated by the board of directors or other governing body, or (3) any officer or employee on written request by any principal officer and attested to by the secretary or other officer. A bona fide shareholder of record owning 1 percent or more of the outstanding stock of the corporation may submit a Form 4506 but must provide documentation to support the requester's right to receive the information.

**Partnerships.** Generally, Form 4506 can be signed by any person who was a member of the partnership during any part of the tax period requested on line 7.

**All others.** See section 6103(e) if the taxpayer has died, is insolvent, is a dissolved corporation, or if a trustee, guardian, executor, receiver, or administrator is acting for the taxpayer.

**Note:** If you are Heir at law, Next of kin, or Beneficiary you must be able to establish a material interest in the estate or trust.

**Documentation.** For entities other than individuals, you must attach the authorization document. For example, this could be the letter from the principal officer authorizing an employee of the corporation or the letters testamentary authorizing an individual to act for an estate.

**Signature by a representative.** A representative can sign Form 4506 for a taxpayer only if this authority has been specifically delegated to the representative on Form 2848, line 5a. Form 2848 showing the delegation must be attached to Form 4506.

## Privacy Act and Paperwork Reduction Act

**Notice.** We ask for the information on this form to establish your right to gain access to the requested return(s) under the Internal Revenue Code. We need this information to properly identify the return(s) and respond to your request. If you request a copy of a tax return, sections 6103 and 6109 require you to provide this information, including your SSN or EIN, to process your request. If you do not provide this information, we may not be able to process your request. Providing false or fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file Form 4506 will vary depending on individual circumstances. The estimated average time is: **Learning about the law or the form**, 10 min.; **Preparing the form**, 16 min.; and **Copying, assembling, and sending the form to the IRS**, 20 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making Form 4506 simpler, we would be happy to hear from you. You can write to:

Internal Revenue Service  
Tax Forms and Publications Division  
1111 Constitution Ave. NW, IR-6526  
Washington, DC 20224.

Do not send the form to this address. Instead, see *Where to file* on this page.

# EXHIBIT 2

**IN THE UNITED STATES DISTRICT COURT  
FOR THE WESTERN DISTRICT OF PENNSYLVANIA**

**IN RE: PHILIPS RECALLED CPAP, BI-  
LEVEL PAP, AND MECHANICAL  
VENTILATOR PRODUCTS LITIGATION**

**Master Docket: Misc. No. 21-1230**

**MDL No. 3014**

**SENIOR JUDGE JOY FLOWERS CONTI**

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**THIS DOCUMENT RELATES TO: ALL ACTIONS**

**DEFENDANT FACT SHEET**

Defendants Philips RS North America LLC f/k/a Respironics, Inc. (“Philips RS”); Koninklijke Philips N.V.; Philips North America LLC; Philips Holding USA, Inc.; and Philips RS North America Holding Corporation (collectively “Defendants”) hereby submit the following Defendant Fact Sheet (“DFS”) responses.

Defendants conducted reasonable searches of their business records for information and/or documents responsive to each DFS request using the information Plaintiff provided in their Plaintiff Fact Sheet (“PFS”). As such, the DFS will be completed following completion of the PFS.

**INSTRUCTIONS**

Defendants must complete this DFS and identify or provide documents and/or data relating to each Plaintiff responsive to the questions set forth below to the best of Defendants’ knowledge. Defendants are not required to provide documents or data that are exclusively located in the custodial files of individual sales and marketing representatives. Searches for responsive case-specific documents in the custodial files of relevant sales and marketing representatives shall be the subject of a separate order concerning discovery for bellwether cases. The DFS shall be completed in accordance with the requirements and guidelines set forth in the applicable Case Management Order.

A completed DFS shall be considered discovery responses pursuant to Fed. R. Civ. P. 33 and 34 and will be governed by the standards applicable to written discovery under the Federal Rules of Civil Procedure. You must supplement your responses as provided by and in accordance with Fed. R. Civ. P. 26(e). The questions and requests for production of documents contained in this DFS are non-objectionable and shall be answered without objection. This DFS shall not preclude Plaintiffs from seeking additional documents and information on a reasonable, case-by-



case basis, pursuant to the Federal Rules of Civil Procedure and as permitted by the applicable Case Management Order(s), subject to the Court's determination.

In completing this DFS, you are under oath and must provide information that is true and correct to the best of your knowledge. If you cannot recall all of the details requested, provide as much information as you can.

In the event the DFS does not provide you with enough space for you to complete your responses or answers, attach additional sheets if necessary.

This DFS must be completed and served on counsel of record representing the Plaintiff(s) in the action identified in Section I below. This must be answered and served by the date established by the Court in the Case Management Order implementing this DFS.

### **DEFINITIONS**

**DEFENDANT(S):** As used herein, the term(s) Defendant(s) means Philips RS North America LLC f/k/a Respironics, Inc. ("Philips RS"); Koninklijke Philips N.V.; Philips North America LLC; Philips Holding USA, Inc.; and Philips RS North America Holding Corporation, and any officers, agents, attorneys, employees, representatives, contractors, or others acting on their behalf.

**YOU, YOUR or YOURS:** As used herein, the terms "you", "your" or "yours" mean the responding Defendant(s) and any officers, agents, attorneys, employees, representatives or others acting on Defendant's behalf.

**DEVICE(S):** As used herein, the terms "device" or "recalled device" or "device(s)" mean and refer to the Philips CPAP, BiPAP, or mechanical ventilator device(s) that is the subject of Plaintiff's complaint in the above-referenced action.

**DME:** As used herein, the term "DME" means a durable medical equipment provider or supplier.

**DOCUMENT(S):** As used herein, the terms "documents", "document", or "documentation" shall be construed in the broadest sense, consistent with Federal Rules of Civil Procedure 34(a)(1)(A), and shall mean and refer to documents, electronically stored information and tangible things and shall have the broadest possible meaning and interpretation ascribed to those terms, whether printed or recorded or reproduced by any other mechanical process, or written or produced by hand: agreements, "communications", state and federal governmental hearings and reports, correspondence, telegrams, memoranda, summaries or records of telephone conversations, summaries or records of personal conversations or interviews, diaries, graphs, reports, notebooks, note charts, plans, drawings, sketches, maps, summaries or records of meetings or conferences, summaries or reports of investigations or negotiations, opinions or reports of consultant, radiographs, photographs, motion picture films, brochures, pamphlets, advertisements, circulars, press releases, drafts, letters, any marginal comments appearing on any document, and all other writings.

**HEALTHCARE PROVIDERS:** As used herein, the terms “healthcare provider” or “healthcare providers,” and abbreviation “HCP” mean and refer to all persons and, their respective medical offices, identified in the PFS who prescribed and/or treated Plaintiff related to the Device(s) identified in the PFS.

**PLAINTIFF:** As used herein, the terms “Plaintiff” or “Plaintiff’s” refer to the Plaintiff identified in Section I below who used the Device(s).

**RECALL:** As used herein, the term “recall” means and refers to Defendants’ recall, announced on June 14, 2021, as such has been amended and expanded, of certain prescription medical devices, including CPAP, BiPAP, and mechanical ventilator devices, due to potential health risks related to PE-PUR sound abatement foam used in the devices. *See* Recall Notice, *available at:* <https://www.usa.philips.com/a-w/about/news/archive/standard/news/press/2021/20210614-philips-issues-recall-notification-to-mitigate-potential-health-risks-related-to-the-soundabatement-foam-component-in-certain-sleep-and-respiratory-care-devices.html>.

**CALL NOTES:** As used herein, the term “call notes” refers to any document, communication, record, or note reflecting contacts or communications between Defendants and any of Plaintiff’s Healthcare Providers or DME related to Defendants’ Devices.

**COMMUNICATION AND/OR CORRESPONDENCE:** As used herein, the term “communication” and/or “correspondence” shall mean and refer to any oral, written, or electronic transmission of information, including, without limitation, meetings, discussions, conversations, telephone calls, memoranda, letters, e-mails, text messages, conferences, or seminars or any other exchange of information between you and any other person or entity.

**KEY OPINION LEADER or THOUGHT LEADER:** As used herein, the terms “key opinion leader” or “thought leader” shall mean and refer to any scientist, engineer, doctor, or medical professional that Defendant(s) compensated, hired, retained, and/or contracted or consulted with, or retained to, amongst other things, consult; give lectures or presentations; respond to media inquiries conduct or participate in any study, trial, or investigation; author or contribute to articles or abstracts; sit on advisory boards; and/or make presentations on behalf of any Defendant at regulatory meetings or hearings.

**MARKETING:** As used herein, the term “marketing” shall mean any and all efforts to assist in the distribution and/or sale of devices. Marketing includes documentation, communications, and electronically stored information designating particular campaigns, promotional material and/or other promotional efforts directed toward particular types or specialties of healthcare providers.

**SALES REPRESENTATIVE:** As used herein, the term “sales representative” shall mean any person presently or formerly engaged or employed by Defendant(s) whose job duties include(d) calling on physicians or other healthcare professionals, healthcare facilities, hospitals, physician practice groups, or other prescriber, seller, or distributor for the purpose of promoting Device(s).

**RESEARCH & DEVELOPMENT:** As used herein, the terms “research and development” or “R&D” shall mean efforts, investigations, and/or projects, whether scientific or otherwise, to

develop new and/or different types of products, processes, or designs of pre-existing products and is meant to incorporate all efforts that specifically contemplated the possible alteration of products.

**HEALTH HAZARD(S)**: As used herein, the term “health hazard(s),” shall refer and relate to any injury, effect, damage, scarring, wound, impairment, or disability of any part of the human anatomy, including but not limited to the lungs and lung linings.

**I. CASE INFORMATION**

This Defendant Fact Sheet pertains to the following case:

Case Name:	
Case Number:	
Plaintiff Counsel:	
Date completed:	
Date supplemented:	

**II. DEVICE INFORMATION**

1. Provide the Date of Manufacture, the Date of Release, the Date of Sale of Plaintiff's Device, and identify to whom the Device was sold if not directly to Plaintiff.

Alternatively, you may respond with specifically segregated documents that provide the below information, and either (a) attach same to your response hereto, or (b) produce such segregated documents to a designated MDL centrality folder/directory and provide in your response hereto the Bates number(s) specific to Plaintiff's information.

Device	Date of Manufacturing	Date of Release	Date of Sale	Sold To

**III. DEVICE RECALL INFORMATION**

1. Was Plaintiff’s device part of the recall?

If yes, please identify the following:

Device	Recalled (Yes/No)	Date of Recall

2. Was Plaintiff’s device returned to Defendants?

If yes, please identify the following. Alternatively, you may respond with specifically segregated documents that provide the below information, and either (a) attach same to your response hereto, or (b) produce such segregated documents to a designated MDL centrality folder/directory and provide in your response hereto the Bates number(s) specific to Plaintiff’s information.

:

Device	Returned to Defendants (Yes/No)	Date Defendants obtained possession or control of Device	Current location of the device	Bates number of all photographs of Plaintiff’s device	Bates number of all data downloaded from Plaintiff’s device

Device	SD card included in return?	SD card preserved?	Device Status (check one)	Describe any testing or evaluation conducted on Plaintiff’s device
			<input type="checkbox"/> : Stored <input type="checkbox"/> : Retrofitted and returned to service <input type="checkbox"/> : Disposed due to: <input type="checkbox"/> : Other:	

3. Identify the labels, user manuals, instruction for use, and warranties that accompanied Plaintiff's device, including the time period that each was in effect. Alternatively, you may respond with specifically segregated documents that provide the below information, and either (a) attach same to your response hereto, or (b) produce such segregated documents to a designated MDL centrality folder/directory and provide in your response hereto the Bates number(s) specific to Plaintiff's information.

**IV. CONTACTS WITH HEALTHCARE PROVIDERS/DMEs**

As to each Healthcare Provider and/or DME identified in Plaintiff’s PFS, provide the following information. Alternatively, for each question, you may respond with specifically segregated documents that provide the below information, and either (a) attach same to your response hereto, or (b) produce such segregated documents to a designated MDL centrality folder/directory and provide in your response hereto the Bates number(s) specific to Plaintiff’s information.

1. Identify the sales representatives (direct employee and/or employee of third party sales representative agent) who were assigned to the territory for the Healthcare Provider and/or DME identified in the PFS for Plaintiff’s Device including the time period the sales representative worked within the applicable territory.

<i>Insert Name of HCP or DME</i>				
Sales Representative	Territory	Time Period	Immediate Supervisor and Title	Employment Status

2. Provide the details of each contact between You and each of Plaintiff’s Healthcare Providers and/or DMEs identified in the PFS, including the date of each contact, the identity of Defendants’ employee/representative/agent involved, the name of the Healthcare Provider and/or DME involved, the address of the facility or location where the contact occurred, the nature of the sales detail or communication, and the product or issue discussed.

*Insert Name of HCP or DME*



Date of Contact	Product at issue	Representative Involved	Nature of communication/contact

3. Identify all communications regarding the health hazards, potential health hazards, or safety of Plaintiff’s device, including each Dear Doctor, Dear Healthcare Provider, Dear Colleague communication or complaint file(s) for Plaintiff’s device reflecting communications with Plaintiff’s Healthcare Providers and/or DMEs relating to the safety or efficacy of Defendants’ product(s).

<i>Insert Name of HCP or DME</i>			
Date	Addressee of communication	Bates Number of communication	Health Hazard or Device at Issue

4. Identify each piece of marketing literature and/or brochure or sales collateral that has been provided or made available to, or used with, any of Plaintiff’s Healthcare Providers and/or DMEs.

<i>Insert Name of HCP or DME</i>	
Device	Bates Number of marketing literature/sales collateral


5. If you have ever had a financial relationship with, or provided compensation or remuneration in any form to, any of Plaintiff’s identified Healthcare Professionals and/or DMEs, whether direct or indirect, complete the following or produce documents sufficient to identify the date of each such payment/compensation, the amount of such payment/compensation, and the nature and details of the service, work, or good attendant to such payment/compensation.

<i>Insert Name of HCP or DME</i>		
Date of Payment	Amount of Payment	Nature of service/work

6. For Plaintiff’s Device, identify any training provided to or by the Healthcare Provider and/or DME; including but not limited to date, location, physician’s role, cost for attending such training and subject matter.

**V. INFORMATION REGARDING THE PLAINTIFF**

1. Have you been contacted by Plaintiff, any of his/her Healthcare Providers and/or DME, or anyone on behalf of Plaintiff concerning the Plaintiff? If so, please provide the following information. Alternatively, you may respond with specifically segregated documents that provide the below information, and either (a) attach same to your response hereto, or (b) produce such segregated documents to a designated MDL centrality folder/directory and provide in your response hereto the Bates number(s) specific to Plaintiff's information.:
  - a. The name of the person(s) who contacted you;
  - b. The person(s) who were contacted including their name, address and telephone number; and
  - c. Identify any and all documents which reflect any communication between any person(s) and you concerning Plaintiff.

Name of contact	Date of contact	Address/Phone number of contact	Bates Number

2. Identify all data, information, objects, and reports in Defendants' possession or control, or which have been reviewed or analyzed by Defendants, with regard to the Plaintiff's medical condition; this also includes but is not limited to any study or research that includes Plaintiff's specific Device or associated lot/serial number. Attorney-work product is specifically excluded from this request.

**VI. ADVERSE EVENT REPORTS/MEDWATCH REPORTS**

Have you reported any adverse experience or events related to Plaintiff to any regulatory authority? If so, provide the following information. Alternatively, you may respond with specifically segregated documents that provide the below information, and either (a) attach same to your response hereto, or (b) produce such segregated documents to a designated MDL centrality folder/directory and provide in your response hereto the Bates number(s) specific to Plaintiff's information.

Adverse Event Report Date	Regulatory Authority	Identification number	Employees/Representatives involved	Bates Number

## **VII. DOCUMENT REQUESTS**

Please ensure that the production of documents includes specific reference to the question to which the document(s) is provided in response.

To the extent you have produced to MDL-Centrality or attached to this DFS the documents requested below in responding to the above questions, the documents do not need to be produced again.

1. Identify and produce complete documentation of all information set forth above, including any and all documents reviewed, referred to or relied on in answering this DFS, except, you may identify but not serve copies of medical records that were provided to Defendants by Plaintiff's counsel.
2. Produce a true and complete copy of the Device History Record for the Plaintiff's lot/serial number(s), which includes the date of manufacture, the place of manufacture, the date when the manufacturing process began and the date on which the device was released for sale.
3. Produce the adverse event information relating to the Plaintiff, including, identification of the relevant PR#; documents relating to the Plaintiff that pre-existed the filing of this action; and Copies of any MedWatch forms submitted to the FDA with regard to the Plaintiff.
4. Produce any photographs, evaluation, studies, or other documents relating to Plaintiff's Device, including the condition, storage, and testing of Plaintiff's Device, Plaintiff's SD card, including all available identifying information including the dates, and who took the photographs or conducted the testing on Plaintiff's Device.
5. Produce all documents relating to Plaintiff's use of the device including any documents created by Plaintiff's use of Defendant's DreamMapper application or other method of tracking device use.
6. Produce all communications between the Defendants, the sales representative company and/or sales representative(s) identified above and Plaintiffs Healthcare Provider(s) and/or DME about any device(s), including but not limited to general correspondence, device related correspondence, telephone or email contacts, meetings, or sales literature.
7. Produce all Call Notes relating to Plaintiff's identified Healthcare Provider(s) and/or DME(s), including all call notes, detail notes, call summaries, entries made by sales representatives into any database or e-room, laptop or other computer or handheld device, hard copy documents, emails and/or notes or records or summaries of calls, contacts and/or communications of any kind regarding each device or physician for Plaintiff during the relevant time period.
8. For each Device identified by Plaintiff, produce a copy of the complaint file(s), including any and all medical records, if any.

9. Produce documents which reflect communications between Plaintiff or anyone acting on Plaintiff's behalf (other than Plaintiff's counsel) and Defendant concerning Plaintiff's device or medical condition, including any script used for telephone communications, and summaries or notes of any communication between Plaintiff and Defendant, as well as all information stored in the Patient Portal related to Plaintiff's Device.
10. Aside from any privileged materials, identify and attach all records, documents, and information that refer or relate to the Plaintiff to the extent not identified and attached in response to a prior question.

**VERIFICATION**

My name is \_\_\_\_\_ and I am \_\_\_\_ (Role) for [INSERT ANSWERING DEFENDANT NAME] (“Defendant”). In this role I am responsible for the collection of certain information and documents on Defendant’s behalf. The foregoing answers were prepared with the assistance of a number of individuals, including counsel for Defendant, upon whose advice and information I relied. I declare under penalty of perjury that all the information as to Defendant provided in this Defendant Fact Sheet is true and correct to the best of my knowledge upon information and belief, and that I am authorized by Defendant to make this verification on its behalf based upon my role in this action as set forth above.

\_\_\_\_\_  
[SIGNATURE]

\_\_\_\_\_  
[PRINTED NAME]

\_\_\_\_\_  
[DATE]