

# EXHIBIT B

**From:** Pieper, Melissa D <Melissa.Pieper@charter.com> on behalf of Steuterman, Kimberly M <Kimberly.Steuterman@charter.com>  
**Sent:** Wednesday, June 1, 2022 10:36 AM  
**To:** Pieper, Melissa D  
**Subject:** Revised notification sent: Earthlink dispute

**Importance:** High  
**Sensitivity:** Confidential

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## Revised Hold Notification Sent

**Revised notification sent: Earthlink dispute**

### Copy of Notification

<b>From:</b>	Charter Communications Legal Department	<b>First Issued:</b>	8/7/2020
<b>Matter:</b>	Earthlink dispute	<b>Last Issued:</b>	12/1/2020
<b>Notification:</b>	Earthlink dispute	<b>Due Date:</b>	8/14/2020

PRIVILEGED AND CONFIDENTIAL  
ATTORNEY WORK PRODUCT  
ATTORNEY CLIENT COMMUNICATION

The Company is engaged in a dispute with EarthLink, Inc. ("EarthLink"). The Company intends to vigorously defend this claim. As part of our defense, the Company must preserve all records, Information, documents and other tangible evidence (collectively referred to as "Responsive Information") described below even if the Company's retention schedule would normally require the responsive Information at issue to be discarded.

PLEASE READ THIS LEGAL HOLD NOTICE CAREFULLY TO UNDERSTAND WHAT YOU MUST DO TO PRESERVE RESPONSIVE INFORMATION THAT MIGHT BE NEEDED IN CONNECTION WITH THIS LEGAL MATTER. CAREFUL ATTENTION AND COMPLIANCE WITH THIS HOLD NOTICE IS REQUIRED. FAILURE TO PRESERVE RELEVANT DATA AND DOCUMENTS CAN RESULT IN SANCTIONS AGAINST CHARTER COMMUNICATIONS. MATERIALS THAT MAY BE RELEVANT FOR THIS POTENTIAL LITIGATION CANNOT BE DESTROYED, DELETED, OR MODIFIED IN ANY MANNER.

### **Responsive Information to be Preserved**

Please preserve Responsive Information regarding the following topics, whether in paper or electronic form:

- Documents related to the Company's High Speed Services Agreement with EarthLink;

- Documents related to the marketing and advertising of EarthLink high-speed services;
- Documents related to communications between the Company and EarthLink customers;
- Documents related to the transitioning of EarthLink customers to the Company's Internet services; and
- Documents related to IP addresses supplied by EarthLink to Charter.

If you are aware of additional team members who may have responsive materials, please forward their names to Kimberly Steuterman at [Kimberly.Steuterman@charter.com](mailto:Kimberly.Steuterman@charter.com)

We will promptly inform you when these procedures are no longer effective. Please feel free to contact Kimberly Steuterman at [Kimberly.Steuterman@charter.com](mailto:Kimberly.Steuterman@charter.com), with any questions. Thank you, as always, for your help.

### **Preservation of Electronic Documents**

Until further notice, you must preserve all Information responsive to or concerning this Matter. All Company or personal policies for routine destruction of documents relating to the matters above are hereby on hold and no longer in effect until further notice. We will notify you when you can resume routine document retention practices again.

"Information" as used in this Hold includes information created or maintained in any medium and includes but is not limited to:

- Letters
- Memos
- Reports
- Email, whether sent or received
- Texts or notes on cell phones
- Documents in electronic form, such as Word, Excel, or PowerPoint
- Information stored on external drives, shared drives, SharePoint, your computer's hard drive, or on cloud storage
- Handwritten or electronic notes
- Calendar entries
- Agreements
- "Personal" files, such as working files, desk or credenza files, telephone logs and messages, diary entries, appointment books and so forth, whether located at home or at work.

To preserve this Information, identify all the folders and files where you maintain responsive material regarding the subject categories addressed in the Legal Hold. Most people save their work on their hard drive in "My Documents," but many also maintain files on department shares, such as an O drive, on cloud storage, or on external drives. Going forward, save any responsive Information to "My Documents" or to your department shared drive. Make sure they are preserved and are not deleted until the subject Legal Hold is lifted and normal document retention practices are allowed to resume.

### **E-Mail Files:**

You must maintain copies of responsive emails that are currently in personal folders on your hard drive. However, you do not have to save copies of emails currently in your Outlook Inbox, Sent Items, or Deleted Items, as we will be capturing and preserving these remotely in an archiving database until such time as the Legal Hold is released. Similarly, we will be capturing and preserving for you any emails you send or receive going forward.

Any messages in your Inbox, Sent Items and Deleted Items in Outlook will continue to be deleted per the 90-day retention policy, however, you must continue to move and save elsewhere any emails you will need for your work as you will not have access to emails in the archiving database.

Please contact Kimberly Steuterman at [Kimberly.Steuterman@charter.com](mailto:Kimberly.Steuterman@charter.com) with any questions about these procedures.

[VIEW NOTIFICATIONS](#)

Current Custodians:

"Bergman, Nomi"<[nomi.bergman@mybriighthouse.com](mailto:nomi.bergman@mybriighthouse.com)>  
"Cloutier, Leo"<[leo.cloutier@charter.com](mailto:leo.cloutier@charter.com)>  
"Colafrancesco, Stephen"<[stephen.colafrancesco@charter.com](mailto:stephen.colafrancesco@charter.com)>  
"Eliaison, Patricia"<[pattie.eliaison@charter.com](mailto:pattie.eliaison@charter.com)>  
"Erickson, William"<[william.erickson@charter.com](mailto:william.erickson@charter.com)>  
"Fallon, Edward"<[edward.fallon@charter.com](mailto:edward.fallon@charter.com)>  
"Field, Charlotte"<[charlotte.field@charter.com](mailto:charlotte.field@charter.com)>  
"Futera, William"<[wafutera@aol.com](mailto:wafutera@aol.com)>  
"Gray, David"<[david.gray@charter.com](mailto:david.gray@charter.com)>  
"Guberman, Mark"<[mark.guberman@charter.com](mailto:mark.guberman@charter.com)>  
"Hargis, Jonathan"<[jon.hargis@charter.com](mailto:jon.hargis@charter.com)>  
"Harrison, Cody"<[cody.j.harrison@charter.com](mailto:cody.j.harrison@charter.com)>  
"Hendrickson, John"<[john.hendrickson@charter.com](mailto:john.hendrickson@charter.com)>  
"Jones, Emmanuel"<[manny.jones@charter.com](mailto:manny.jones@charter.com)>  
"Keib, John"<[john.keib@charter.com](mailto:john.keib@charter.com)>  
"Kim, Greta"<[greta.kim@charter.com](mailto:greta.kim@charter.com)>  
"Leonard, Joseph"<[joe.leonard@charter.com](mailto:joe.leonard@charter.com)>  
"Liu, Chia"<[charlie.liu@charter.com](mailto:charlie.liu@charter.com)>  
"Locke, Michael"<[michael.locke@charter.com](mailto:michael.locke@charter.com)>  
"Peters, Sharon"<[sharon.peters@charter.com](mailto:sharon.peters@charter.com)>  
"Phillips, Dustin"<[dustin.phillips@charter.com](mailto:dustin.phillips@charter.com)>  
"Rasmussen, Wendy"<[wendy.rasmussen@charter.com](mailto:wendy.rasmussen@charter.com)>  
"Reid, Eilisa"<[eilisa.reid@charter.com](mailto:eilisa.reid@charter.com)>  
"Schatte, Daniel"<[daniel.schatte@charter.com](mailto:daniel.schatte@charter.com)>  
"Srinivasan, Magesh"<[magesh.srinivasan@charter.com](mailto:magesh.srinivasan@charter.com)>  
"Stanek, Matthew Paul"<[matthew.stanek@charter.com](mailto:matthew.stanek@charter.com)>  
"Stern, Peter"<[peter.stern@charter.com](mailto:peter.stern@charter.com)>

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