

**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF ILLINOIS  
EASTERN DIVISION**

ROBIN FORSLUND, TIMOTHY KELLY,  
MATTHEW MENTING, DONALYN NORTH,  
ROBIN RECTOR, ERIC OTTENHEIMER,  
GAIL ROSSI and GREGORY WILLIAMS, on  
behalf of themselves and all others similarly  
situated,

Plaintiffs,

v.

R. R. DONNELLEY & SONS COMPANY,

Defendant.

Case No. 1:22-cv-04260

**DECLARATION OF  
SCOTT M. FENWICK OF KROLL  
SETTLEMENT ADMINISTRATION LLC  
IN CONNECTION WITH FINAL  
APPROVAL OF SETTLEMENT**

Judge John J. Tharp, Jr.

I, Scott M. Fenwick, declare as follows:

### **INTRODUCTION**

1. I am a Senior Director of Kroll Settlement Administration LLC (“Kroll”),<sup>1</sup> the Settlement Administrator appointed in the above-captioned case, whose principal office is located at 2000 Market Street, Suite 2700, Philadelphia, Pennsylvania 19103. I am over 21 years of age and am authorized to make this declaration on behalf of Kroll and myself. The following statements are based on my personal knowledge and information provided by other experienced Kroll employees working under my general supervision. This declaration is being filed in connection with final approval of the Settlement.

2. Kroll has extensive experience in class action matters, having provided services in class action settlements involving antitrust, securities fraud, labor and employment, consumer, and government enforcement matters. Kroll has provided notification and/or claims administration services in more than 3,000 cases.

### **BACKGROUND**

3. Kroll was appointed as the Settlement Administrator to provide notification and Settlement Administration services in connection with that certain Amended Settlement Agreement dated October 25, 2023 (the “Settlement Agreement”). Kroll’s duties in connection with the settlement have and will include: (a) preparing and sending notices in connection with the Class Action Fairness Act; (b) receiving and analyzing the Class Member Information from counsel for Defendant; (c) creating a Settlement Website with online Claim Form filing capabilities; (d) establishing a toll-free telephone number; (e) establishing a post office box for the receipt of mail; (f) preparing and sending the Short Notice via first-class mail; (g) receiving and processing mail from the United States Postal Service (“USPS”) with forwarding addresses; (h) receiving and processing undeliverable mail, without a forwarding address, from the USPS;

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<sup>1</sup> Capitalized terms used but not defined herein shall have the meanings ascribed to them in the Settlement Agreement (as defined below).

(i) receiving and processing Claim Forms; (j) receiving and processing Opt-Outs; and (k) such other tasks as counsel for the Parties or the Court request Kroll to perform.

### **NOTICE PROGRAM**

#### **The CAFA Mailing**

4. As noted above, on behalf of the Defendant, Kroll provided notice of the proposed Settlement pursuant to the Class Action Fairness Act 28 U.S.C. §1715(b) (the “CAFA Notice”). At counsel for the Defendant’s direction, on August 7, 2023, Kroll sent the CAFA Notice, a true and correct copy of which is attached hereto as **Exhibit A** via first-class certified mail, to (a) the Attorney General of the United States, (b) the fifty-six (55) state and territorial Attorneys General and (c) via email to the Nevada Attorney General<sup>2</sup> identified in the service list for CAFA Notice, attached hereto as **Exhibit B**. On November 3, 2023, Kroll sent an updated CAFA Notice, a true and correct copy of which is attached hereto as **Exhibit C** via first-class certified mail to (a) the Attorney General of the United States and (b) the fifty-six (55) state and territorial Attorneys General and (c) via email to the Nevada Attorney General identified in the service list for CAFA Notice, attached hereto as **Exhibit D**. The CAFA Notice directed the Attorneys General to the website [www.CAFANotice.com](http://www.CAFANotice.com), a site that contains all the documents relating to the settlement referenced in the CAFA Notice.

#### **Data and Case Setup**

5. On June 23, 2023, Kroll established a toll-free telephone number, (833) 747-4224, for Class Members to call and obtain additional information regarding the settlement through an Interactive Voice Response (“IVR”) system and/or by being connected to a live operator. As of March 1, 2024, the IVR system has received 1,531 calls, and 97 callers have been connected to live operators.

6. On August 1, 2023, Kroll received one (1) Class Member Information file from the Defendant containing names and mailing addresses of 81,642 unique records. Kroll undertook

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<sup>2</sup> As requested by the Nevada Attorney General’s Office, the CAFA Notice was sent electronically to the Nevada Attorney General to the email address provided.

steps to compile the eventual Class Member Information for the mailing of notices, including standardizing address information. Additionally, in an effort to ensure that Short Notices would be deliverable to Class Members, Kroll ran the Class Member Information through the USPS's National Change of Address (NCOA) database and updated the Class Member Information with address changes received from the NCOA.

7. On August 11, 2023, Kroll designated a post office box with the mailing address *Robin Forslund v. R.R. Donnelley & Sons Company*, c/o Kroll Settlement Administration LLC, PO Box 225391, New York, NY 10150-5391 in order to receive Opt-Outs, Claim Forms, and correspondence from Class Members.

8. On November 17, 2023, Kroll created a dedicated Settlement Website entitled [www.RRDdatasettlement.com](http://www.RRDdatasettlement.com). The Settlement Website "went live" on November 30, 2023, and contains the Complaint, Settlement Agreement, Preliminary Approval Order, Long Notice, Claim Form, Opt-Out form, key dates, a "frequently asked questions" section, contact information for the Settlement Administrator and allowed Class Members an opportunity to file a Claim Form online.

### **The Notice Program**

9. On November 30, 2023, Kroll caused 81,642 Short Notices to be mailed via first-class mail. A true and correct copy the Short Notice along with the Long Notice, and Claim Form are attached hereto as **Exhibits E, F, and G** respectively.

### **NOTICE PROGRAM REACH**

10. As of March 1, 2024, 458 Short Notices were returned by USPS with a forwarding address. 430 of the 458 Short Notices were automatically re-mailed to the updated addresses provided by USPS. The remaining twenty-eight (28) Short Notices were re-mailed by Kroll to the updated address provided by the USPS.

11. As of March 1, 2024, 3,572 Short Notices were returned by the USPS as undeliverable as addressed, without a forwarding address. Kroll ran 3,570 undeliverable records through an advanced address search. The advanced address search produced 2,184 updated addresses. Kroll has re-mailed Short Notices to the 2,184 updated addresses obtained from the

advance address search. Of the 2,184 re-mailed Short Notices, 330 have been returned as undeliverable a second time, and no further action will be taken. Kroll will continue to trace and re-mail undeliverable notices as they are received.

12. Based on the foregoing, following all Short Notice re-mailings, Kroll has determined that Short Notices likely reached 79,924 of the 81,642 persons to whom notice was mailed, which equates to a reach rate of the direct mail notice of approximately 97.9%. This reach rate is consistent with other court-approved best-practicable notice programs and Federal Judicial Center Guidelines, which state that a notice plan that reaches<sup>3</sup> over 70% of targeted class members is considered a high percentage and the “norm” of a notice campaign.<sup>4</sup> The table below provides an overview of dissemination results for the direct notice program.<sup>5</sup>

<b>Direct Notice Program Dissemination &amp; Reach</b>		
<b>Description</b>	<b>Count of Class Members</b>	<b>Percentage of Class Members</b>
Class Members	81,642	100.0%
<b>Initial Short Notice Mailing</b>		
(+) Short Notices Mailed (Initial Campaign)	81,642	100.0%
(-) Total Short Notices returned as undeliverable	(3,572)	4.38%
<b>Short Notice Re-Mailing</b>		
(+) Total Unique Short Notices Re-mailed	2,184	2.68%
(-) Total Undeliverable (Re-Mailed) Short Notices	(330)	0.40%
<b>Direct Notice Program Reach</b>		
(=) Received Direct Notice	79,924	97.9%

### **CLAIM ACTIVITY**

13. The Claims Deadline was February 28, 2024.

<sup>3</sup> FED. JUD. CTR., *Judges’ Class Action Notice and Claims Process Checklist and Plain Language Guide* (2010), available at <https://www.fjc.gov/sites/default/files/2012/NotCheck.pdf>. The guide suggests that the minimum threshold for adequate notice is 70%.

<sup>4</sup> Barbara Rothstein and Thomas Willging, *Federal Judicial Center Managing Class Action Litigation: A Pocket Guide for Judges*, at 27 (3d Ed. 2010).

14. As of March 1, 2024, Kroll has received 137 Claim Forms received through the mail and 3,692 Claim Forms filed electronically through the Settlement Website. Kroll is still in the process of reviewing and validating Claim Forms.

15. To prevent Claim Forms from being filed by individuals outside the Class and to curtail fraud, Class Members were provided a unique "Unique ID" on their respective Short Notices. The Unique ID is required for Class Members to file a Claim Form online.

16. As of March 1, 2024, Kroll has received no late Claim Forms.

### **EXCLUSIONS AND OBJECTIONS**

17. The Opt-Out/Objection Date was February 28, 2024.

18. Kroll has received thirty-one (31) timely opt-outs from the Settlement. A list of the opt-outs received is attached hereto as **Exhibit H**. Class Members were not instructed to submit their objection to the Settlement Administrator, and none have been received by Kroll.

### **COSTS OF NOTICE PROGRAM**

19. As of March 1, 2024, Kroll has billed \$77,454.67 for Settlement Administration Costs incurred in for Settlement Administration of this matter. Kroll estimates that it will bill an additional \$51,387.43 to complete the Settlement Administration of this Settlement. The current estimate is subject to change depending on factors such as the number of Claim Forms remaining to be reviewed, number of Claim Forms filed, and/or any Settlement Administration scope change not currently under consideration.

### **CERTIFICATION**

I declare under penalty of perjury under the laws of the United States that the above is true and correct to the best of my knowledge and that this Declaration was executed on March 1, 2024, Inver Grove Heights, Minnesota.

  
SCOTT M. FENWICK

# Exhibit A



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VIA U.S. MAIL

Date: August 7, 2023

To: All “Appropriate” Federal and State Officials Per 28 U.S.C. § 1715  
(see attached service list)

Re: CAFA Notice for the proposed settlement in Robin Forslund, et al. v. R.R. Donnelley & Sons Company, Case No. 1:22-cv-04260, pending in the United States District Court for the Northern District of Illinois

Pursuant to Section 3 of the Class Action Fairness Act of 2005 (“CAFA”), 28 U.S.C. § 1715, Defendant R.R. Donnelley & Sons Company (“Defendant”) hereby notifies you of the proposed settlement of the above-captioned action (the “Action”), currently pending in the United States District Court for the Northern District of Illinois (the “Court”).

Eight items must be provided to you in connection with any proposed class action settlement pursuant to 28 U.S.C. § 1715(b). Each of these items is addressed below, and all exhibits are available for download at [www.CAFANotice.com](http://www.CAFANotice.com) under the folder entitled *Forslund v. R.R. Donnelley*:

1. 28 U.S.C. § 1715(b)(1) – a copy of the complaint and any materials filed with the complaint and any amended complaints.

The Class Action Complaint and Consolidated Class Action Complaint are available as **Exhibits A1** and **A2**, respectively.

2. 28 U.S.C. § 1715(b)(2) – notice of any scheduled judicial hearing in the class action.

On July 28, 2023, Plaintiffs filed a motion for preliminary approval of the class action settlement. The Court has not yet scheduled any hearings in the Action.

3. 28 U.S.C. § 1715(b)(3) – any proposed or final notification to class members.

Copies of the proposed Short Notice, Long Notice, and Claim Form are available as **Exhibits B**, **C**, and **D**, respectively. The proposed Notices describe, among other things, the Claim submission process, and the Class Members’ rights to object or exclude themselves from the Class. Once approved by the Court, final versions of the Notices and Claim Form will be available on the Settlement Website created for the administration of this matter.



4. 28 U.S.C. § 1715(b)(4) – any proposed or final class action settlement.

The Settlement Agreement is available as **Exhibit E**.

5. 28 U.S.C. § 1715(b)(5) – any settlement or other agreement contemporaneously made between class counsel and counsel for defendants.

There are no other settlements or other agreements between Class Counsel and counsel for Defendant beyond what is set forth in the Settlement Agreement.

6. 28 U.S.C. § 1715(b)(6) – any final judgment or notice of dismissal.

The Court has not yet entered a final judgment or notice of dismissal. Accordingly, no such document is presently available.

7. 28 U.S.C. § 1715(b)(7) – (A) If feasible, the names of class members who reside in each State and the estimated proportionate share of the claims of such members to the entire settlement to that State’s appropriate State official; or (B) if the provision of the information under subparagraph (A) is not feasible, a reasonable estimate of the number of class members residing in each State and the estimated proportionate share of the claims of such members to the entire settlement.

The definition of the Class in the proposed Settlement Agreement means all individuals to whom Defendant sent notice of the Data Incident on or around August 5, 2022. The Class specifically excludes: (i) all Persons who timely and validly request exclusion from the Class; (ii) the Judge assigned to evaluate the fairness of this Settlement; and (iii) any other Person found by a court of competent jurisdiction to be guilty under criminal law of initiating, causing, aiding or abetting the criminal activity occurrence of the Data Incident or who pleads *nolo contendere* to any such charge.

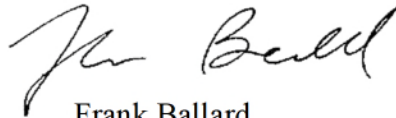
An estimated breakdown by state for known Class Members is available as **Exhibit F**.

8. 28 U.S.C. § 1715(b)(8) – any written judicial opinion relating to the materials described in 28 U.S.C. § 1715(b) subparagraphs (3) through (6).

There has been no written judicial opinion relating to the materials described in 28 U.S.C. § 1715(b) subparagraphs (3) through (6). Accordingly, no such document is presently available.

If you have any questions about this notice, the Action, or the materials available for download at [www.CAFANotice.com](http://www.CAFANotice.com) under the folder entitled *Forslund v. R.R. Donnelley*, please contact the undersigned below.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Frank Ballard". The signature is fluid and cursive, with the first name "Frank" written in a larger, more prominent script than the last name "Ballard".

Frank Ballard  
Senior Manager  
[Frank.Ballard@Kroll.com](mailto:Frank.Ballard@Kroll.com)

# Exhibit B

**CAFA NOTICE SERVICE LIST**

**U.S. Attorney General**

Merrick B. Garland  
U.S. Department of Justice  
950 Pennsylvania Avenue NW  
Washington, D.C. 20530

**Dept. of Defense, General Counsel**

Caroline Krass  
1600 Defense Pentagon  
Washington, D.C. 20301-1600

**Alabama Attorney General**

Steve Marshall  
501 Washington Ave.  
P.O. Box 300152  
Montgomery, AL 36130

**Alaska Attorney General**

Treg Taylor  
1031 W. 4th Avenue, Suite 200  
Anchorage, AK 99501

**Arizona Attorney General**

Kristin Mayes  
2005 N Central Ave  
Phoenix, AZ 85004

**Arkansas Attorney General**

Tim Griffin  
323 Center St., Suite 200  
Little Rock, AR 72201

**California Attorney General**

Rob Bonta  
1300 I St., Ste. 1740  
Sacramento, CA 95814

**Colorado Attorney General**

Phil Weiser  
Ralph L. Carr Colorado Judicial Center  
1300 Broadway, 10th Floor  
Denver, CO 80203

**Connecticut Attorney General**

William Tong  
165 Capitol Avenue  
Hartford, CT 06106

**Delaware Attorney General**

Kathy Jennings  
Carvel State Office Building  
820 N. French St.  
Wilmington, DE 19801

**District of Columbia Attorney General**

Brian Schwalb  
400 6th Street NW  
Washington, D.C. 20001

**Florida Attorney General**

Ashley Moody  
Office of the Attorney General  
The Capitol, PL-01  
Tallahassee, FL 32399

**Georgia Attorney General**

Chris Carr  
40 Capitol Square, SW  
Atlanta, GA 30334

**Guam Attorney General**

Douglas Moylan  
Office of the Attorney General ITC Building  
590 S. Marine Corps Dr, Ste 706  
Tamuning, Guam 96913

**Hawaii Attorney General**

Anne Lopez  
425 Queen St.  
Honolulu, HI 96813

**Idaho Attorney General**

Raúl Labrador  
700 W. Jefferson Street, Suite 210  
P.O. Box 83720  
Boise, ID 83720

**Illinois Attorney General**

Kwame Raoul  
James R. Thompson Ctr.  
100 W. Randolph St.  
Chicago, IL 60601

**Indiana Attorney General**

Todd Rokita  
Indiana Government Center South  
302 West Washington St., 5th Fl.  
Indianapolis, IN 46204

**Iowa Attorney General**

Brenna Bird  
Hoover State Office Building  
1305 E. Walnut  
Des Moines, IA 50319

**Kansas Attorney General**

Kris Kobach  
120 S.W. 10th Ave., 2nd Fl.  
Topeka, KS 66612

**Kentucky Attorney General**

Daniel Cameron  
700 Capital Avenue  
Capitol Building, Suite 118  
Frankfort, KY 40601

**Louisiana Attorney General**

Jeff Landry  
P.O. Box 94095  
Baton Rouge, LA 70804

**Maine Attorney General**

Aaron Frey  
State House Station 6  
Augusta, ME 04333

**Maryland Attorney General**

Anthony Brown  
200 St. Paul Place  
Baltimore, MD 21202

**Massachusetts Attorney General**

Andrea Campbell  
1 Ashburton Place  
Boston, MA 02108

**Michigan Attorney General**

Dana Nessel  
P.O. Box 30212  
525 W. Ottawa St.  
Lansing, MI 48909

**Minnesota Attorney General**

Keith Ellison  
75 Dr. Martin Luther King, Jr. Blvd.  
Suite 102, State Capital  
St. Paul, MN 55155

**Mississippi Attorney General**

Lynn Fitch  
Department of Justice, P.O. Box 220  
Jackson, MS 39205

**Missouri Attorney General**

Andrew Bailey  
Supreme Ct. Bldg., 207 W. High St.  
P.O. Box 899  
Jefferson City, MO 65101

**Montana Attorney General**

Austin Knudsen  
Office of the Attorney General, Justice Bldg.  
215 N. Sanders St., Third Floor  
P.O. Box 201401  
Helena, MT 59620

**Nebraska Attorney General**

Mike Hilgers  
2115 State Capitol  
P.O. Box 98920  
Lincoln, NE 68509

**Nevada Attorney General**

Aaron D. Ford  
100 N. Carson St.  
Old Supreme Ct. Bldg.  
Carson City, NV 89701

**New Hampshire Attorney General**

John Formella  
33 Capitol St.  
Concord, NH 03301

**New Jersey Attorney General**

Matthew J. Platkin  
Richard J. Hughes Justice Complex  
25 Market Street, 8th Floor  
P.O. Box 080  
Trenton, NJ 08625

**New Mexico Attorney General**

Raul Torrez  
P.O. Drawer 1508  
Santa Fe, NM 87504

**New York Attorney General**

Letitia A. James  
Department of Law  
The Capitol, 2nd Floor  
Albany, NY 12224

**North Carolina Attorney General**

Josh Stein  
Department of Justice  
P.O. Box 629  
Raleigh, NC 27602

**North Dakota Attorney General**

Drew Wrigley  
State Capitol  
600 E. Boulevard Ave.  
Bismarck, ND 58505

**Ohio Attorney General**

Dave Yost  
State Office Tower  
30 E. Broad St., 14th Floor  
Columbus, OH 43215

**Oklahoma Attorney General**

Gentner Drummond  
313 NE 21st Street  
Oklahoma City, OK 73105

**Oregon Attorney General**

Ellen F. Rosenblum  
Oregon Department of Justice  
1162 Court St., NE  
Salem, OR 97301

**Pennsylvania Attorney General**

Michelle Henry  
Pennsylvania Office of Attorney General  
16th Floor, Strawberry Square  
Harrisburg, PA 17120

**Puerto Rico Attorney General**

Domingo Emanuelli Hernandez  
P.O. Box 9020192  
San Juan, PR 00902

**Rhode Island Attorney General**

Peter F. Neronha  
150 S. Main St.  
Providence, RI 02903

**South Carolina Attorney General**

Alan Wilson  
Rembert C. Dennis Office Bldg.  
P.O. Box 11549  
Columbia, SC 29211

**South Dakota Attorney General**

Marty Jackley  
1302 East Highway 14, Suite 1  
Pierre, SD 57501

**Tennessee Attorney General**

Jonathan Skrmetti  
425 5<sup>th</sup> Avenue North  
Nashville, TN 37243

**Texas Attorney General**

Ken Paxton  
Capitol Station  
P.O. Box 12548  
Austin, TX 78711

**U.S. Virgin Islands Attorney General**

Ariel K. Smith  
3438 Kronprindsens  
Gade GERS Building, 2nd Floor  
St. Thomas, Virgin Islands 00802

**Utah Attorney General**

Sean Reyes  
State Capitol, Rm. 236  
Salt Lake City, UT 84114

**Vermont Attorney General**

Charity Clark  
109 State St.  
Montpelier, VT 05609

Page 7 of 7

**Virginia Attorney General**

Jason Miyares  
202 North Ninth Street  
Richmond, VA 23219

**Washington Attorney General**

Bob Ferguson  
1125 Washington St. SE  
P.O. Box 40100  
Olympia, WA 98504

**West Virginia Attorney General**

Patrick Morrissey  
State Capitol Complex, Bldg. 1, Rm. E-26  
1900 Kanawha Blvd. E  
Charleston, WV 25305

**Wisconsin Attorney General**

Josh Kaul  
Wisconsin Department of Justice State  
Capitol, Room 114 East  
P.O. Box 7857  
Madison, WI 53707

**Wyoming Attorney General**

Bridget Hill  
State Capitol Bldg.  
109 State Capitol  
Cheyenne, WY 82002

# Exhibit C





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VIA U.S. MAIL

Date: November 3, 2023

To: All “Appropriate” Federal and State Officials Per 28 U.S.C. § 1715  
(see attached service list)

Re: Updated CAFA Notice for the proposed settlement in *Robin Forslund, et al. v. R.R. Donnelley & Sons Company, Case No. 1:22-cv-04260*, pending in the United States District Court for the Northern District of Illinois

Pursuant to Section 3 of the Class Action Fairness Act of 2005 (“CAFA”), 28 U.S.C. § 1715, Defendant R.R. Donnelley & Sons Company (“Defendant”) hereby notifies you of the proposed settlement of the above-captioned action (the “Action”), currently pending in the United States District Court for the Northern District of Illinois (the “Court”). Notice of an original proposed settlement between Plaintiffs and Defendant was previously provided on August 7, 2023. Defendant is providing this updated notice because an amended proposed settlement was filed with the Court on October 26, 2023.

Eight items must be provided to you in connection with any proposed class action settlement pursuant to 28 U.S.C. § 1715(b). Each of these items is addressed below, and all exhibits are available for download at [www.CAFANotice.com](http://www.CAFANotice.com) under the folder entitled *Forslund v. R.R. Donnelley*:

1. 28 U.S.C. § 1715(b)(1) – a copy of the complaint and any materials filed with the complaint and any amended complaints.

The Class Action Complaint and Consolidated Class Action Complaint are available as **Exhibits A1** and **A2**, respectively.

2. 28 U.S.C. § 1715(b)(2) – notice of any scheduled judicial hearing in the class action.

On July 28, 2023, Plaintiffs filed a motion for preliminary approval of the original proposed settlement. Plaintiffs filed a proposed amended settlement and a supplemental brief in support of their motion for preliminary approval of that amended settlement on October 26, 2023. Preliminary approval of the amended settlement was granted by Order dated October 30, 2023, available as **Exhibit B**. The Court has scheduled the Final Fairness Hearing for this matter for March 15, 2024, at 10:00 a.m. CT.

3. 28 U.S.C. § 1715(b)(3) – any proposed or final notification to class members.

Copies of the updated proposed Short Notice, Long Notice, and Claim Form are available as **Exhibits C, D, and E**, respectively. The proposed Notices describe, among other things, the Claim submission process and the Class Members' rights to object or exclude themselves from the Class.

4. 28 U.S.C. § 1715(b)(4) – any proposed or final class action settlement.

The Amended Settlement Agreement is available as **Exhibit F**.

5. 28 U.S.C. § 1715(b)(5) – any settlement or other agreement contemporaneously made between class counsel and counsel for defendants.

There are no other settlements or other agreements between Class Counsel and counsel for Defendant beyond what is set forth in the Settlement Agreement.

6. 28 U.S.C. § 1715(b)(6) – any final judgment or notice of dismissal.

The Court has not yet entered a final judgment or notice of dismissal. Accordingly, no such document is presently available.

7. 28 U.S.C. § 1715(b)(7) – (A) If feasible, the names of class members who reside in each State and the estimated proportionate share of the claims of such members to the entire settlement to that State's appropriate State official; or (B) if the provision of the information under subparagraph (A) is not feasible, a reasonable estimate of the number of class members residing in each State and the estimated proportionate share of the claims of such members to the entire settlement.

The definition of the Class in the proposed Amended Settlement Agreement means all individuals to whom Defendant sent notice of the Data Incident on or around August 5, 2022. The Class specifically excludes: (i) all Persons who timely and validly request exclusion from the Class; (ii) the Judge assigned to evaluate the fairness of this Settlement; and (iii) any other Person found by a court of competent jurisdiction to be guilty under criminal law of initiating, causing, aiding or abetting the criminal activity occurrence of the Data Incident or who pleads *nolo contendere* to any such charge.

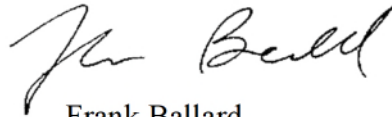
An estimated breakdown by state for known Class Members is available as **Exhibit G**.

8. 28 U.S.C. § 1715(b)(8) – any written judicial opinion relating to the materials described in 28 U.S.C. § 1715(b) subparagraphs (3) through (6).

The Order Granting Preliminary Approval of Amended Class Action Settlement is available as **Exhibit B**.

If you have any questions about this notice, the Action, or the materials available for download at [www.CAFANotice.com](http://www.CAFANotice.com) under the folder entitled *Forslund v. R.R. Donnelley*, please contact the undersigned below.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Frank Ballard". The signature is written in a cursive, flowing style.

Frank Ballard  
Senior Manager  
[Frank.Ballard@Kroll.com](mailto:Frank.Ballard@Kroll.com)

# Exhibit D

## CAFA NOTICE SERVICE LIST

### **U.S. Attorney General**

Merrick B. Garland  
U.S. Department of Justice  
950 Pennsylvania Avenue NW  
Washington, D.C. 20530

### **Dept. of Defense, General Counsel**

Caroline Krass  
1600 Defense Pentagon  
Washington, D.C. 20301-1600

### **Alabama Attorney General**

Steve Marshall  
501 Washington Ave.  
P.O. Box 300152  
Montgomery, AL 36130

### **Alaska Attorney General**

Treg Taylor  
1031 W. 4th Avenue, Suite 200  
Anchorage, AK 99501

### **Arizona Attorney General**

Kristin Mayes  
2005 N Central Ave  
Phoenix, AZ 85004

### **Arkansas Attorney General**

Tim Griffin  
323 Center St., Suite 200  
Little Rock, AR 72201

### **California Attorney General**

Rob Bonta  
1300 I St., Ste. 1740  
Sacramento, CA 95814

### **Colorado Attorney General**

Phil Weiser  
Ralph L. Carr Colorado Judicial Center  
1300 Broadway, 10th Floor  
Denver, CO 80203

### **Connecticut Attorney General**

William Tong  
165 Capitol Avenue  
Hartford, CT 06106

### **Delaware Attorney General**

Kathy Jennings  
Carvel State Office Building  
820 N. French St.  
Wilmington, DE 19801

### **District of Columbia Attorney General**

Brian Schwalb  
400 6th Street NW  
Washington, D.C. 20001

### **Florida Attorney General**

Ashley Moody  
Office of the Attorney General  
The Capitol, PL-01  
Tallahassee, FL 32399

### **Georgia Attorney General**

Chris Carr  
40 Capitol Square, SW  
Atlanta, GA 30334

### **Guam Attorney General**

Douglas Moylan  
Office of the Attorney General ITC Building  
590 S. Marine Corps Dr, Ste 706  
Tamuning, Guam 96913

### **Hawaii Attorney General**

Anne Lopez  
425 Queen St.  
Honolulu, HI 96813

### **Idaho Attorney General**

Raúl Labrador  
700 W. Jefferson Street, Suite 210  
P.O. Box 83720  
Boise, ID 83720

### **Illinois Attorney General**

Kwame Raoul  
James R. Thompson Ctr.  
100 W. Randolph St.  
Chicago, IL 60601

**Indiana Attorney General**

Todd Rokita  
Indiana Government Center South  
302 West Washington St., 5th Fl.  
Indianapolis, IN 46204

**Iowa Attorney General**

Brenna Bird  
Hoover State Office Building  
1305 E. Walnut  
Des Moines, IA 50319

**Kansas Attorney General**

Kris Kobach  
120 S.W. 10th Ave., 2nd Fl.  
Topeka, KS 66612

**Kentucky Attorney General**

Daniel Cameron  
700 Capital Avenue  
Capitol Building, Suite 118  
Frankfort, KY 40601

**Louisiana Attorney General**

Jeff Landry  
P.O. Box 94095  
Baton Rouge, LA 70804

**Maine Attorney General**

Aaron Frey  
State House Station 6  
Augusta, ME 04333

**Maryland Attorney General**

Anthony Brown  
200 St. Paul Place  
Baltimore, MD 21202

**Massachusetts Attorney General**

Andrea Campbell  
1 Ashburton Place  
Boston, MA 02108

**Michigan Attorney General**

Dana Nessel  
P.O. Box 30212  
525 W. Ottawa St.  
Lansing, MI 48909

**Minnesota Attorney General**

Keith Ellison  
75 Dr. Martin Luther King, Jr. Blvd.  
Suite 102, State Capital  
St. Paul, MN 55155

**Mississippi Attorney General**

Lynn Fitch  
Department of Justice, P.O. Box 220  
Jackson, MS 39205

**Missouri Attorney General**

Andrew Bailey  
Supreme Ct. Bldg., 207 W. High St.  
P.O. Box 899  
Jefferson City, MO 65101

**Montana Attorney General**

Austin Knudsen  
Office of the Attorney General, Justice Bldg.  
215 N. Sanders St., Third Floor  
P.O. Box 201401  
Helena, MT 59620

**Nebraska Attorney General**

Mike Hilgers  
2115 State Capitol  
P.O. Box 98920  
Lincoln, NE 68509

**Nevada Attorney General**

Aaron D. Ford  
100 N. Carson St.  
Old Supreme Ct. Bldg.  
Carson City, NV 89701  
NVAGCAFAnotices@ag.nv.gov

**New Hampshire Attorney General**

John Formella  
33 Capitol St.  
Concord, NH 03301

**New Jersey Attorney General**

Matthew J. Platkin  
Richard J. Hughes Justice Complex  
25 Market Street, 8th Floor  
P.O. Box 080  
Trenton, NJ 08625

**New Mexico Attorney General**

Raul Torrez  
P.O. Drawer 1508  
Santa Fe, NM 87504

**New York Attorney General**

Letitia A. James  
Department of Law  
The Capitol, 2nd Floor  
Albany, NY 12224

**North Carolina Attorney General**

Josh Stein  
Department of Justice  
P.O. Box 629  
Raleigh, NC 27602

**North Dakota Attorney General**

Drew Wrigley  
State Capitol  
600 E. Boulevard Ave.  
Bismarck, ND 58505

**Ohio Attorney General**

Dave Yost  
State Office Tower  
30 E. Broad St., 14th Floor  
Columbus, OH 43215

**Oklahoma Attorney General**

Gentner Drummond  
313 NE 21st Street  
Oklahoma City, OK 73105

**Oregon Attorney General**

Ellen F. Rosenblum  
Oregon Department of Justice  
1162 Court St., NE  
Salem, OR 97301

**Pennsylvania Attorney General**

Michelle Henry  
Pennsylvania Office of Attorney General  
16th Floor, Strawberry Square  
Harrisburg, PA 17120

**Puerto Rico Attorney General**

Domingo Emanuelli Hernandez  
P.O. Box 9020192  
San Juan, PR 00902

**Rhode Island Attorney General**

Peter F. Neronha  
150 S. Main St.  
Providence, RI 02903

**South Carolina Attorney General**

Alan Wilson  
Rembert C. Dennis Office Bldg.  
P.O. Box 11549  
Columbia, SC 29211

**South Dakota Attorney General**

Marty Jackley  
1302 East Highway 14, Suite 1  
Pierre, SD 57501

**Tennessee Attorney General**

Jonathan Skrmetti  
425 5<sup>th</sup> Avenue North  
Nashville, TN 37243

**Texas Attorney General**

Ken Paxton  
Capitol Station  
P.O. Box 12548  
Austin, TX 78711

**U.S. Virgin Islands Attorney General**

Ariel K. Smith  
3438 Kronprindsens  
Gade GERS Building, 2nd Floor  
St. Thomas, Virgin Islands 00802

**Utah Attorney General**

Sean Reyes  
State Capitol, Rm. 236  
Salt Lake City, UT 84114

**Vermont Attorney General**

Charity Clark  
109 State St.  
Montpelier, VT 05609

Page 7 of 7

**Virginia Attorney General**

Jason Miyares  
202 North Ninth Street  
Richmond, VA 23219

**Washington Attorney General**

Bob Ferguson  
1125 Washington St. SE  
P.O. Box 40100  
Olympia, WA 98504

**West Virginia Attorney General**

Patrick Morrissey  
State Capitol Complex, Bldg. 1, Rm. E-26  
1900 Kanawha Blvd. E  
Charleston, WV 25305

**Wisconsin Attorney General**

Josh Kaul  
Wisconsin Department of Justice State  
Capitol, Room 114 East  
P.O. Box 7857  
Madison, WI 53707

**Wyoming Attorney General**

Bridget Hill  
State Capitol Bldg.  
109 State Capitol  
Cheyenne, WY 82002



# Exhibit E

R.R. Donnelley Legal Branch  
c/o Kroll Settlement Administration  
P.O. Box 225391  
New York, NY 10150-5391

FIRST CLASS MAIL  
U.S. POSTAGE PAID  
CITY, ST  
PERMIT NO. XXXX

**ELECTRONIC SERVICE REQUESTED**

**Court Approved Legal Notice**

***Robin Forslund, et al. v. R.R. Donnelley & Sons Company, Case No. 1:22-cv-04260***

**If you were notified of a Data Incident by R.R. Donnelley & Sons Company (“Defendant”) on or around August 5, 2022, you may be entitled to benefits from a putative class action settlement (“Settlement”). The Settlement relates to a Data Incident at Defendant on or around November 29, 2021.**

**IMPORTANT MESSAGE FROM THE COURT:**

A Settlement has been reached in a putative class action lawsuit concerning Defendant and a data incident (the “Data Incident”) that occurred on or after November 29, 2021, when one or more unauthorized individuals accessed or potentially accessed information stored on Defendant’s computer system, including names and, in some cases, Social Security numbers.

*A United States District Court authorized this Notice.  
This is not a solicitation from a lawyer.*

UNIQUE ID:

Postal Service: Please do not mark barcode

**What does the Settlement Provide?** Please see the Settlement Agreement for full details. Generally, Class Members are eligible to receive the following relief: (1) up to \$750 in reimbursement for documented Ordinary Out-of-Pocket Losses and Attested Lost Time that is fairly traceable to the Data Incident; (2) up to \$5,000 in reimbursement for documented Extraordinary Out-of-Pocket Losses arising from financial fraud or identity theft that is fairly traceable to the Data Incident; and (3) in the alternative to reimbursement for Ordinary and/or Extraordinary Out-of-Pocket Losses and Attested Lost Time, Class Members may submit a Claim for a cash payment of up to \$50.

Under the Settlement, the maximum total amount Defendant may be required to pay is \$979,704. For full details, please review the Settlement Agreement. The Settlement is without an admission of liability.

**How To Get Benefits:** You must submit a Claim Form, available at [www.RRDdatasettlement.com](http://www.RRDdatasettlement.com). You will need the Unique ID number found on the front of this postcard to submit a Claim Form. The Claim Form must be postmarked or submitted electronically at [www.RRDdatasettlement.com](http://www.RRDdatasettlement.com) on or before **February 28, 2024 at 11:59 p.m. CT**. Claims will be subject to a validation process.

**Your Other Options.** If you file a Claim Form, object to the Settlement, or do nothing, you will stay in the Class and be bound by the Settlement, including its Release. You will be legally bound by all orders of the Court and you will not be able to start, continue or be part of any other lawsuit against Defendant or related parties arising out of the Data Incident. If you do not want to be legally bound by the Settlement or receive any benefits from it, you must exclude yourself by **February 28, 2024**. If you do not exclude yourself, you may object to the Settlement by **February 28, 2024**. Please see the Settlement Agreement for full details.

**The Final Fairness Hearing.** The Court has scheduled a hearing for **March 15, 2024, at 10:00 a.m. CT**, to decide whether to approve the Settlement; attorneys' fees, costs, and expenses (up to 33.33% of the Settlement Fund, or approximately \$326,568, and litigation expenses of up to \$10,000); service awards (up to \$3,000 per Class Representative); and any objections. You may or your attorney may speak, at your own cost, about your objection at the hearing.

**More Information.** More information about your rights and options can be found in the Long-Form Notice and Settlement Agreement available at [www.RRDdatasettlement.com](http://www.RRDdatasettlement.com) or by calling toll-free **(833) 747-4224**.

# Exhibit F

UNITED STATES DISTRICT COURT FOR  
THE NORTHERN DISTRICT OF ILLINOIS

***Robin Forslund, et al. v. R.R. Donnelley & Sons Company,***  
**Case No. 1:22-cv-04260**

**If You Are Receiving this Notice, a Class Action Settlement May Affect Your Rights.**

***A United States District Court authorized this Notice. You are not being sued.  
This is not a solicitation from a lawyer.***

- A Settlement has been reached in a putative class action lawsuit concerning R.R. Donnelley & Sons Company (“Defendant”) and a data incident (the “Data Incident”) that occurred on or around November 29, 2021, when one or more unauthorized individuals accessed or potentially accessed information stored on Defendant’s computer system, including names and, for some individuals, Social Security Numbers (“Private Information”).
- The lawsuit is called *Robin Forslund, et al. v. R.R. Donnelley & Sons Company*, Case No. 1:22-cv-04260 (N.D. Illinois Ct.). The lawsuit asserts claims related to the Data Incident. Defendant in the lawsuit denies it is or can be held liable for the claims made in the lawsuit. The Settlement does not establish who is correct, but rather is a compromise to end the lawsuit (“Litigation”).
- Members of the Class are all individuals to whom Defendant sent notice of the Data Incident on or around August 5, 2022. The Class does not include: (i) all Persons who timely and validly request exclusion from the Class; (ii) the Judge assigned to evaluate the fairness of the Settlement; and (iii) any other Person found by a court of competent jurisdiction to be guilty under criminal law of initiating, causing, aiding or abetting the criminal activity occurrence of the Data Incident or who pleads *nolo contendere* to any such charge. Eligible Class Members will be mailed notice of their eligibility, and Class Membership will be verified against that list.
- Class Members who submit Valid Claims are eligible to receive the following relief: (1) up to \$750 in reimbursement for documented Ordinary Out-of-Pocket Losses and Attested Lost Time that are fairly traceable to the Data Incident; (2) up to \$5,000 in reimbursement for documented Extraordinary Out-of-Pocket Losses that are fairly traceable to the Data Incident; and (3) in the alternative to reimbursement for Ordinary and/or Extraordinary Out-of-Pocket Losses and Attested Lost Time, Class Members may submit a Claim for a cash payment of up to \$50. The Settlement Administrator will post additional information about the payment amount on **[www.RRDdatasettlement.com](http://www.RRDdatasettlement.com)**. For complete details, please see the Settlement Agreement, whose terms control, available at **[www.RRDdatasettlement.com](http://www.RRDdatasettlement.com)**.
- Your legal rights are affected regardless of whether you act or do not act. Please read this Notice carefully.

<b>YOUR LEGAL RIGHTS AND OPTIONS IN THIS SETTLEMENT</b>	
<b>SUBMIT A CLAIM FORM</b>	This is the only way you may receive benefits from this Settlement. The deadline to submit a Claim Form is <b>February 28, 2024, at 11:59 P.M. CT.</b>
<b>EXCLUDE YOURSELF FROM THE SETTLEMENT</b>	You will receive no payment, but you will retain any rights you currently have with respect to Defendant and the issues in the Litigation. You may download an Opt-Out form at <a href="http://www.RRDdatasettlement.com">www.RRDdatasettlement.com</a> . The deadline to exclude yourself from the Settlement is <b>February 28, 2024.</b>
<b>OBJECT TO THE SETTLEMENT</b>	Write to the Court explaining why you do not agree with the Settlement. The deadline to object is <b>February 28, 2024.</b>
<b>ATTEND THE FINAL FAIRNESS HEARING</b>	You may ask the Court for permission for you or your attorney to speak about your objection at the Final Fairness Hearing. The Final Fairness Hearing will be held on <b>March 15, 2024 at 10:00 a.m. CT.</b>
<b>DO NOTHING</b>	You will receive no payment and you give up rights.

- These rights and options—**and the deadlines to exercise them**—are explained in this Notice. For complete details, please see the Settlement Agreement, whose terms control, available at [www.RRDdatasettlement.com](http://www.RRDdatasettlement.com).
- The Court in charge of the Litigation still has to decide whether to approve the Settlement. No Settlement benefits or payments will be provided unless the Court approves the Settlement and it becomes Final.

## BASIC INFORMATION

### 1. What is this Notice and why should I read it?

The Court authorized this Notice to inform you about a Settlement with Defendant. You have legal rights and options that you may act on before the Court decides whether to approve the Settlement. You may be eligible to receive a cash payment as part of the Settlement. This Notice explains the Litigation, the Settlement, and your legal rights.

Judge John J. Tharp, Jr. of the United States District Court for the Northern District Court of Illinois is overseeing this putative class action. The case is called *Robin Forslund, et al. v. R.R. Donnelley & Sons Company*, Case No. 1:22-cv-04260 (N.D. Ill.).

Robin Forslund, Timothy Kelly, George Lenz, Jr., Matthew Menting, Donalyn North, Robin Rector, Eric Ottenheimer, Gail Rossi, and Gregory Williams are the Plaintiffs. The company they sued, R.R. Donnelley & Sons Company, is the Defendant.

### 2. What is a class action lawsuit?

A class action is a lawsuit in which one or more plaintiffs—in this case, Robin Forslund, Timothy Kelly, George Lenz, Jr., Matthew Menting, Donalyn North, Robin Rector, Eric Ottenheimer, Gail Rossi, and Gregory Williams—sue on behalf of a putative class of people who have similar claims. Together, this group is called a “Class” and consists of “Class Members.” In a class action, the court resolves the issues for all class members, except those who exclude themselves from the class. After the Parties reached an agreement to settle this case, the Court granted preliminary approval of the Settlement and recognized it as a case that should be treated as a class action for settlement purposes.

## THE CLAIMS IN THE LAWSUIT AND THE SETTLEMENT

### 3. What is this Litigation about?

The Plaintiffs claim that Defendant failed to implement and maintain reasonable security measures necessary to protect their Private Information that it maintained on its computer systems, in order to prevent the Data Incident from occurring.

Defendant denies that it is or can be held liable for the claims made in the Litigation or any claims arising out of the Data Incident. More information about the complaint in the Litigation and Defendant’s responses can be found in the “Documents” section of the Settlement Website at [www.RRDdatasettlement.com](http://www.RRDdatasettlement.com).

### 4. Why is there a Settlement?

The Court has not decided whether the Plaintiffs or Defendant should win the Litigation. Instead, both sides agreed to this Settlement. That way, they can avoid the uncertainty, risks, and expense of ongoing litigation, and Class Members who submit Valid Claims will get compensation now rather than years later—if ever. The Class Representative and Class Counsel, attorneys for the Class Members, agree the Settlement is in the best interests of the Class Members. The Settlement is not an admission of wrongdoing by Defendant.

## WHO’S INCLUDED IN THE SETTLEMENT?

### 5. How do I know if I am in the Class?

You are part of the Settlement as a Class Member if you received notice of the Data Incident from Defendant on or around August 5, 2022. Eligible Class Members will have been mailed or emailed notice of their eligibility (including from *R.R. Donnelley*, c/o Kroll Settlement Administration LLC, P.O. Box 5324, New York, NY 10150-5324), and Class membership will be verified against that list. If you are still not sure whether you are included, you can contact the Settlement Administrator by calling toll-free at (833) 747-4224 or by visiting the Settlement Website at [www.RRDdatasettlement.com](http://www.RRDdatasettlement.com).

The Class does not include: (i) all Persons who timely and validly request exclusion from the Class; (ii) the Judge assigned to evaluate the fairness of this Settlement; and (iii) any other Person found by a court of competent jurisdiction to be guilty under criminal law of initiating, causing, aiding or abetting the criminal activity occurrence of the Data Incident or who pleads *nolo contendere* (a legal term that means, “I do not wish to contend”) to any such charge.

## THE SETTLEMENT BENEFITS

### 6. What does the Settlement provide?

This Settlement provides eligible Class Members who submit Valid Claims with: (1) up to \$750 in reimbursement for documented Ordinary Out-of-Pocket Losses and Attested Lost Time that are fairly traceable to the Data Incident; (2) up to \$5,000 in reimbursement for documented Extraordinary Out-of-Pocket Losses arising from financial fraud or identity theft that are fairly traceable to the Data Incident; and (3) in the alternative to reimbursement for Ordinary and/or Extraordinary Out-of-Pocket Losses and Attested Lost Time, Class Members may submit a Claim for a cash payment of up to \$50.

#### 6.A. Who May Recover for Ordinary Out-of-Pocket Losses and for How Much?

- If you are a Class Member and you incurred documented Ordinary Out-of-Pocket Losses or Attested Lost Time as a result of the Data Incident, you may be eligible to receive reimbursement up to a total of \$750 per Class Member. Ordinary Out-of-Pocket Losses incurred as a result of the Data Incident may include, without limitation, unreimbursed costs associated with fraud or identity theft, including professional fees and fees for credit repair services and miscellaneous expenses, such as (i) notary, (ii) fax, (iii) postage, (iii) copying, (iii) mileage, and (iv) long-distance telephone charges, as well as costs for credit monitoring costs or other mitigative services, that were incurred on or after November 29, 2021.
- For Attested Lost Time spent remedying the issues related to the Data Incident, you may receive reimbursement for up to 10 hours at \$25 per hour, if at least one full hour was spent remedying issues related to the Data Incident. You must attest that any claimed lost time was spent remedying the issues related to the Data Incident. Class Members may submit multiple Claims for Ordinary Out-of-Pocket Losses and Attested Lost Time; however, the total of all amounts recovered for Ordinary Out-of-Pocket Losses and Attested Lost Time may not exceed \$750.
- For complete details, please see the Settlement Agreement, whose terms control, available at [www.RRDdatasettlement.com](http://www.RRDdatasettlement.com). Claims will be subject to a validation process and will be denied if they do not meet the validation requirements. The Settlement Administrator will post additional information about the payment amount on [www.RRDdatasettlement.com](http://www.RRDdatasettlement.com), if necessary.

#### 6.B. Who May Recover for Extraordinary Out-of-Pocket Losses and for How Much?

- If you are a Class Member and you incurred documented monetary loss that is, among other things, arising from financial fraud or identity theft caused by the Data Incident (“Extraordinary Out-of-Pocket Loss”), you may be eligible to receive reimbursement up to a total of \$5,000 per Class Member.
- To receive reimbursement for Extraordinary Out-of-Pocket Loss, (1) the loss must be an actual, documented, and unreimbursed monetary loss; (2) the loss must be more likely than not caused by the Data Incident; (3) the loss must have occurred on or after November 29, 2021; (4) the loss must not be already covered as an “Ordinary Out-of-Pocket Loss” as described above; and (5) you must provide documentation that you made reasonable efforts to avoid, or seek reimbursement for, the loss, including but not limited to exhaustion of all available credit monitoring insurance and identity theft insurance.



#### 6.C. Who May Receive an Alternative Cash Payment and for How Much?

- In the alternative to compensation for Ordinary and/or Extraordinary Out-of-Pocket Losses and Attested Lost Time, Class Members may simply make a Claim for a cash payment of up to \$50 (“Alternative Cash Payment”).

**Pro Rata Adjustments:** In the event that the Settlement Funds are insufficient to cover all Valid Claims, all Valid Claims will be reduced on a *pro rata* basis. And after the distribution of attorneys’ fees, Class Counsel’s litigation expenses, Settlement Administration Costs, Service Awards, and all Valid Claims, the Settlement Administrator will make a round of *pro rata* Settlement payments of any remaining Settlement Fund to each Class Member who submits a Valid Claim.

**Maximum Settlement Contribution:** Under this Settlement, the maximum total amount Defendant may be required to pay is \$979,704. This maximum includes reimbursements for Ordinary and Extraordinary Out-of-Pocket Losses; Attested Lost Time; Alternative Cash Payments; attorneys’ fees, costs, and expenses awarded by the Court to Class Counsel; any Service Awards awarded by the Court to Class Representatives; and notice and administrative costs for the Settlement. In no event shall Defendant’s total financial obligation under the Settlement exceed \$979,704.

### HOW TO GET BENEFITS

#### 7. How do I make a Claim?

To qualify for a Settlement benefit, you must complete and timely submit a Claim Form. Class Members who want to submit a Claim must fill out and submit a Claim Form online at [www.RRDdatasettlement.com](http://www.RRDdatasettlement.com) or by submitting a Claim Form, first-class, by USPS mail to:

*Forslund v. R.R. Donnelley*  
c/o Kroll Settlement Administration  
PO Box 225391  
New York, NY 10150-5391

Claim Forms are only available through the Settlement Website at [www.RRDdatasettlement.com](http://www.RRDdatasettlement.com).

Claims will be subject to a validation process. You will need the Unique ID provided on the front of your postcard Notice to fill out a Claim Form. **All Claim Forms must be received online or postmarked on or before February 28, 2024, at 11:59 P.M. CT. If you wish to select an electronic payment method you must submit a Claim Form through the Settlement Website.**

#### 8. When will I get my payment?

The hearing to consider the fairness of the Settlement is scheduled for **Friday, March 15, 2024, at 10:00 a.m. CT** in Courtroom 2303 of the Everett McKinley Dirksen United States Courthouse, 219 South Dearborn Street, Chicago, Illinois. If the Court approves the Settlement, eligible Class Members with Valid Claims (meaning their Claims were approved by the Settlement Administrator) will be sent payment after all appeals and other reviews, if any, are completed. Please be patient. Payment for Valid Claims that are received by mail will be paid by check. If you prefer to receive payment electronically, you must submit your Claim Form on the Settlement Website. All checks will expire and become void 90 days after they are issued.

### THE LAWYERS REPRESENTING YOU

#### 9. Do I have a lawyer in this case?

Yes, the Court has appointed Joseph M. Lyon of The Lyon Firm, Gary M. Klinger of Milberg Coleman Bryson Phillips Grossman, PLLC, and Raina Borrelli of Turke & Strauss, LLP as “Class Counsel.”

**Should I get my own lawyer?**

You do not need to hire your own lawyer because Class Counsel are working on your behalf. These lawyers and their firms are experienced in handling similar cases. You will not be charged for these lawyers. You can, however, ask your own lawyer to appear in Court for you, at your own cost, if you want someone other than Class Counsel to represent you.

**10. How will the lawyers be paid?**

Class Counsel will ask the Court for attorneys' fees, costs, and expenses that will be paid by or on behalf of Defendant out of the Settlement Fund. Class Counsel will not seek more than 33.33% of the Settlement Fund, or approximately \$326,568 in attorneys' fees, and \$10,000 in litigation costs and expenses. Class Counsel will also request Service Awards of up to \$3,000 for each of the Class Representatives. The Court will determine the proper amount of any attorneys' fees, costs, and expenses to award Class Counsel and the proper amount of any Service Award to the Class Representative. The Court may award less than the amounts requested.

**YOUR RIGHTS AND OPTIONS****11. What claims do I give up by participating in this Settlement?**

If you do not timely exclude yourself from the Settlement, you will not be able to sue Defendant about the issues in the Litigation (including the Data Incident), and you will be bound by all decisions made by the Court in the Litigation, the Settlement, and its included Release. This is true regardless of whether you submit a Claim Form. You can read the Settlement Agreement at [www.RRDdatasettlement.com](http://www.RRDdatasettlement.com). However, you may exclude yourself from the Settlement (see Question 14). If you exclude yourself from the Settlement, you will not be bound by any of the Released Claims.

“Released Claims” mean any and all past, present, and future claims and causes of action including, but not limited to, any causes of action arising under or premised upon any statute, constitution, law, ordinance, treaty, regulation, or common law of any country, state, province, county, city, or municipality, including 15 U.S.C. § 45, *et seq.*, and all similar statutes in effect in any states in the United States; state consumer-protection statutes (including the California Consumer Privacy Act); negligence; negligence *per se*; breach of contract; breach of implied contract; breach of fiduciary duty; breach of confidence; invasion of privacy; fraud; misrepresentation (whether fraudulent, negligent or innocent); unjust enrichment; bailment; wantonness; failure to provide adequate notice pursuant to any breach notification statute or common law duty; and including, but not limited to, any and all claims for damages, injunctive relief, disgorgement, declaratory relief or judgment, equitable relief, attorneys' fees and expenses, pre-judgment interest, credit monitoring services, the creation of a fund for future damages, statutory damages, punitive damages, special damages, exemplary damages, restitution, and/or the appointment of a receiver, whether known or unknown, liquidated or unliquidated, accrued or unaccrued, fixed or contingent, direct or derivative, and any other form of legal or equitable relief that either has been asserted, was asserted, or could have been asserted, by any Class Member against any of the Released Persons based on, relating to, concerning or arising out of the Data Incident or the allegations, transactions, occurrences, facts, or circumstances alleged in or otherwise described in the Litigation. Released Claims shall include Unknown Claims as defined in the Settlement Agreement. Released Claims shall not include the right of any Class Member or any of the Released Persons to enforce the terms of this Settlement Agreement, or the claims of any Person who has timely excluded themselves from the Class.

The Settlement Agreement in Paragraphs 1.27, 1.28, and 6.1, describe the Release, Released Claims, and Unknown Claims in necessary legal terminology, so please read these paragraphs carefully. The Settlement Agreement is available at [www.RRDdatasettlement.com](http://www.RRDdatasettlement.com) or in the public court records on file in the Litigation. For questions regarding releases and what they mean, you can also contact one of the lawyers listed in Question 17 for free, or you can talk to your own lawyer at your own expense.

The Released Claims do not include any claims arising from or relating to any conduct by Defendant after the date the Settlement Agreement is executed. The Released Claims shall also not include the right of Plaintiffs, any Class Member, or any Releasing Party to enforce the terms of the Settlement Agreement.

**12. What happens if I do nothing at all?**

If you do nothing, you will receive no payment under the Settlement for any losses incurred as a result of the Data Incident. You will be in the Class, and if the Court approves the Settlement, you will also be bound by all orders and Judgments of the Court, the Settlement, and its included Release. You will be deemed to have participated in the Settlement and will be subject to the provisions described in Question 11 above. Unless you timely exclude yourself, you won't be able to file a lawsuit or be part of any other lawsuit against Defendant for the claims or legal issues resolved in the Settlement.

**13. What happens if I ask to be excluded?**

If you timely exclude yourself from the Settlement, you will receive no benefits or payment under the Settlement. However, you will not be in the Class, and will not be bound by the Settlement and its included Release, or any orders and judgments of the Court in this Litigation.

**14. How do I ask to be excluded?**

You can ask to be excluded from the Settlement. To do so, you must send a letter or Opt-Out form stating: (1) the name of the proceeding, *Robin Forslund, et al. v. R.R. Donnelley & Sons Company*, Case No. 1:22-cv-04260 (N.D. Ill.); (2) your full name; (3) your current address; (4) your personal signature; and (5) the words "Request for Exclusion" or a comparable statement that you do not wish to participate in the Settlement at the top of the communication. You must mail your exclusion request, postmarked no later than **February 28, 2024**, to the following address:

*Forslund v. R.R. Donnelley*  
c/o Kroll Settlement Administration  
PO Box 225391  
New York, NY 10150-5391

You cannot exclude yourself by phone or email. Each Person who wants to be excluded from the Settlement must submit his or her own Opt-Out request. No group Opt-Outs shall be permitted.

A form to exclude yourself from the Settlement, also called opting-out of the Settlement, will be made available for download at [www.RRDdatasettlement.com](http://www.RRDdatasettlement.com).

**15. If I don't exclude myself, can I sue Defendant for the same thing later?**

No. Unless you timely exclude yourself from the Settlement, you give up any right to sue Defendant for the claims being released by the Settlement even if you do nothing.

**16. If I exclude myself, can I get anything from this Settlement?**

No. If you exclude yourself, do not submit a Claim Form to ask for a payment.

**17. How do I object to the Settlement?**

If you do not exclude yourself from the Class, you can object to the Settlement if you do not agree with any part of it. You can give reasons why you think the Court should deny approval of the Settlement by filing an objection. To object, you must file written notice with the Court stating that you object to the Settlement in *Robin Forslund, et al. v. R.R. Donnelley & Sons Company*, Case No. 1:22-cv-04260 (N.D. Ill.) by **February 28, 2024**. Your objection should be filed with the Court, which you can do by mailing your objection and any supporting

documents to the U.S. District Court for the Northern District of Illinois (Eastern Division) at the following address:

Everett McKinley Dirksen United States Courthouse,  
Courtroom 2303  
219 South Dearborn Street,  
Chicago, Illinois 60604

If you are represented by a lawyer, the lawyer may file your objection through the Court's e-filing system. If you are represented, you must include the identity of any and all attorneys representing you in the objection.

The objection must be in writing and include the case name, *Robin Forslund, et al. v. R.R. Donnelley & Sons Company*, Case No. 1:22-cv-04260 (N.D. Ill.). Your objection must also include, among other things, the following information: (i) the objector's full name and address; (ii) the case name and docket number, *Robin Forslund, et al. v. R.R. Donnelley & Sons Co.*, Case No. 1:22-cv-04260; (iii) information identifying the objector as a Class Member, including proof that the objector is a Class Member (e.g., copy of the objector's settlement notice, copy of original notice of the Data Incident, or a statement explaining why the objector believes they are a Class Member); (iv) a written statement of all grounds for the objection, accompanied by any legal support for the objection the objector believes applicable; (v) the identity of any and all counsel representing the objector in connection with the objection; (vi) a statement whether the objector and/or their counsel will appear at the Final Fairness Hearing; and (vii) the objector's signature or the signature of the objector's duly authorized attorney or other duly authorized representative (if any) representing him or her in connection with the objection.

In addition to filing your objection with the Court, you must also mail copies of your objection and any supporting documents to both Class Counsel and Defendant's lawyers at the addresses listed below, postmarked no later than **February 28, 2024**:

Class Counsel	Defense Counsel
Joseph M. Lyon The Lyon Firm 2754 Erie Ave Cincinnati, OH 45208	Jose A. Lopez Perkins Coie LLP 110 North Wacker Drive, 34th Floor. Chicago, IL 60606

Class Counsel will file their request for attorneys' fees, costs, and expenses and Service Awards for the Class Representatives with the Court, which will also be posted on the Settlement Website, at [www.RRDdatasettlement.com](http://www.RRDdatasettlement.com).

#### **18. What's the difference between objecting and excluding myself from the Settlement?**

Objecting simply means telling the Court that you don't like something about the Settlement. You can object only if you stay in the Class. Excluding yourself from the Class is telling the Court that you don't want to be part of the Class. If you exclude yourself, you have no basis to object because the Settlement no longer affects you.

### **THE COURT'S FAIRNESS HEARING**

#### **19. When and where will the Court hold a hearing on the fairness of the Settlement?**

The Court will hold the Final Fairness Hearing on **Friday, March 15, 2024, at 10:00 a.m. CT** in Courtroom 2303 of the Everett McKinley Dirksen United States Courthouse, 219 South Dearborn Street, Chicago, Illinois. The purpose of the Final Fairness Hearing is for the Court to determine whether the Settlement is fair, reasonable, adequate, and in the best interests of the Class. At the hearing, the Court will hear any objections and arguments concerning the fairness of the Settlement, including those related to the amount requested by Class Counsel for attorneys' fees, costs, and expenses, and the Service Awards to the Class Representatives.

**Note:** The date and time of the Final Fairness Hearing are subject to change by Court Order. Any changes will be posted on the Settlement Website, [www.RRDdatasettlement.com](http://www.RRDdatasettlement.com), or through the Court's publicly available docket. You should check the Settlement Website to confirm the date and time have not been changed.

**20. Do I have to come to the Hearing?**

No. Class Counsel will answer any questions the Court may have, but you are welcome to attend the Final Fairness Hearing at your own expense. If you send an objection, you do not have to come to Court to talk about it. As long as your written objection was filed or mailed on time and meets the other criteria described in the Settlement, the Court will consider it. You may also pay a lawyer to attend the Final Fairness Hearing on your behalf at your own expense, but you don't have to.

**21. May I speak at the Hearing?**

Yes. If you do not exclude yourself from the Class, you may ask the Court for permission to speak at the Final Fairness Hearing concerning any part of the proposed Settlement.

**GETTING MORE INFORMATION**

**22. Where can I get additional information?**

This Notice summarizes the Settlement. For more details, please see the Settlement Agreement, whose terms control, available at [www.RRDdatasettlement.com](http://www.RRDdatasettlement.com).

YOU MAY CONTACT THE SETTLEMENT ADMINISTRATOR ONLINE AT [www.RRDdatasettlement.com](http://www.RRDdatasettlement.com) BY CALLING TOLL-FREE AT, (833) 747-4224 OR BY WRITING TO:

*Forslund v. R.R. Donnelley*  
c/o Kroll Settlement Administration  
PO Box 225391  
New York, NY 10150-5391

**PLEASE DO NOT CALL THE COURT, THE CLERK OF THE COURT, THE JUDGE, OR THE DEFENDANT WITH QUESTIONS ABOUT THE SETTLEMENT OR CLAIMS PROCESS.**

# Exhibit G





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*Robin Forslund, et al. v. R.R. Donnelley & Sons Company, Case No. 1:22-cv-04260*  
**R.R. Donnelley & Sons Company Settlement**

**ORDINARY AND/OR “EXTRAORDINARY” OUT-OF-POCKET LOSSES AND ATTESTED LOST TIME  
AND CASH PAYMENT CLAIM FORM**

**IN ORDER TO BE VALID, THIS CLAIM FORM MUST BE POSTMARKED OR SUBMITTED ONLINE AT  
[WWW.RRDDATASETTLEMENT.COM](http://WWW.RRDDATASETTLEMENT.COM) NO LATER THAN FEBRUARY 28, 2024 AT 11:59 P.M. CT.**

**If you wish to select an electronic payment method you must submit a Claim Form through the Settlement Website.**

***ATTENTION:** This Claim Form is to be used to apply for relief related to the Data Incident that occurred on or after November 29, 2021, and potentially affected all individuals to whom R.R. Donnelley & Sons Company (“Defendant”) sent notice. There are two (2) types of damages for which these individuals may be eligible: 1) for all Class Members, reimbursement of actual out-of-pocket losses that are reasonably traceable to the Data Incident, including Attested Lost Time (as defined below) spent remedying issues related to the Data Incident, and 2) for all Class Members, the option of a cash payment up to \$50 in the alternative to Ordinary and/or Extraordinary Out-of-Pocket Losses (as defined below) and Attested Lost Time.*

*To submit a Claim, you must have been identified as a Person to whom Defendant sent notice of the Data Incident on or around August 5, 2022, and received Notice of the Settlement with a **Unique ID**.*

*You may apply to be reimbursed for Ordinary Out-of-Pocket Losses and Extraordinary Out-of-Pocket Losses. Ordinary Out-of-Pocket Losses consist of unreimbursed costs or expenditures incurred by a Class Member in responding to notice of the Data Incident. You also may be reimbursed for lost time spent remedying the issues related to the Data Incident (“Attested Lost Time”), at \$25 per hour for up to 10 hours, such as time spent remedying identity theft or fraud, including misuse of personal information and credit monitoring or freezing credit reports. Attested Lost Time claims are capped at \$250. Class Members may submit multiple Claims for Ordinary Out-of-Pocket Losses and Attested Lost Time; however, the total of all amounts recovered for Ordinary Out-of-Pocket Losses and Attested Lost Time may not exceed \$750. You may also apply to be reimbursed for documented Extraordinary Out-of-Pocket Losses, not to exceed \$5,000 per Class Member, for documented monetary losses that are fairly traceable to and arising from the Data Incident. Alternatively, Class Members can choose to make a Claim for a cash payment of up to \$50 in lieu of claiming reimbursement for Ordinary and/or Extraordinary Out-of-Pocket Losses and Attested Lost Time (“Alternative Cash Payment”). **Please be advised that any documentation you provide must be submitted with this Claim Form.***

***Note, you MUST apply for Ordinary Out-of-Pocket Losses, Attested Lost Time, Extraordinary Out-of-Pocket Losses, and the Alternative Cash Payment using this Claim Form.***

***CLAIM VALIDATION:** All Claims are subject to validation. You will be notified if additional information is needed to validate your Claim.*

***ASSISTANCE:** If you have questions about this Claim Form, please visit the Settlement Website at [www.RRDDatasettlement.com](http://www.RRDDatasettlement.com) for additional information or contact the Settlement Administrator, by calling toll-free at (833) 747-4224.*

**PLEASE KEEP A COPY OF YOUR CLAIM FORM AND PROOF OF MAILING FOR YOUR RECORDS.**

**Failure to submit required documentation, or to complete all parts of this Claim Form, may result in denial of the Claim, delay its processing, or otherwise adversely affect the Claim.**



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**I. REGISTRATION**

\_\_\_\_\_  
First Name MI Last Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Mailing Address 2 (apt., unit, suite, etc.)

\_\_\_\_\_  
City State Zip Code

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
E-mail Address @

**Please provide the Unique ID identified on the Notice that was sent to you:**

7 2 2 9 1 \_\_\_\_\_

*Instructions. Please follow the instructions below and answer the questions as instructed.*

**II. CLAIM INFORMATION**

**Section A. Confirm Your Eligibility**

**Did you receive a Unique ID indicating that you may be a member of the Settlement Class?**

Yes  No

*If yes, continue to the next question. If no, you are not a member of the Class and do not qualify to file a Claim.*

**Did you suffer any financial expenses or other financial losses that you believe were incurred as a result of the Data Incident or did you spend time remedying issues related to the Data Incident? For example, did you sign up and pay for a credit monitoring service, hire and pay for a professional service to remedy identity theft, etc., or did you spend time monitoring credit, resolving disputes for unauthorized transactions, freezing or unfreezing your credit, remedying a falsified tax return, etc., related to the Data Incident?**

Yes  No

*If yes, you may be eligible to fill out Section B of this form and provide supporting documentation.*

**Section B. Monetary Relief**

*If you suffered verifiable financial losses that were more likely than not caused by the Data Incident or spent time remedying issues related to the Data Incident, you may be eligible to receive a payment to compensate you for these financial losses and lost time spent.*





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Ordinary Out-of-Pocket Losses

If it is verified that you meet all the criteria described in the Settlement Agreement, and you **submit** proof of your losses and the dollar amount of those losses, you will be eligible to receive a payment of up to **\$750** compensating you for your documented Ordinary Out-of-Pocket Losses. Ordinary Out-of-Pocket Losses include: (1) costs incurred on or after November 29, 2021 associated with accessing or freezing/unfreezing credit reports with any credit reporting agency; (2) other miscellaneous expenses incurred on or after November 29, 2021 related to any Ordinary Out-of-Pocket Loss such as notary, fax, postage, copying, mileage, and long-distance telephone charges; (3) credit monitoring or other mitigative costs that were incurred on or after November 29, 2021 through the date of your Claim submission.

Class Members who elect to submit a Claim for reimbursement of Ordinary Out-of-Pocket Losses must provide to the Settlement Administrator the information required to evaluate the Claim, including:(1) the Class Member's name and current address; (2) documentation supporting their Claim; (3) a brief description of the documentation describing the nature of the loss, if the nature of the loss is not apparent from the documentation alone; and (4) a verification, stating that the Claim is true and correct, to the best of the Class Member's knowledge and belief, and is being made under penalty of perjury. Documentation supporting Ordinary Out-of-Pocket Losses can include receipts or other documentation not "self-prepared" by the Class Member that documents the costs incurred. "Self-prepared" documents such as handwritten receipts are, by themselves, insufficient to receive reimbursement, but can be considered to add clarity to or support other submitted documentation.

Attested Lost Time

You may also be eligible to receive a payment reimbursing you for the amount of lost time you spent remedying issues related to the Data Incident, at \$25 per hour, for up to 10 hours. You may submit multiple Claims for Ordinary Out-of-Pocket Losses and Attested Lost Time; however, the total of all amounts recovered for Ordinary Out-of-Pocket Losses and Attested Lost Time may not exceed **\$750**. To be eligible to receive a payment for Attested Lost Time, you must attest that any lost time was spent related to the Data Incident. Examples of Attested Lost Time may include: time spent monitoring credit, resolving disputes for unauthorized transactions, freezing or unfreezing your credit, remedying a falsified tax return, etc. Providing adequate proof of your losses does not guaranty that you will be entitled to receive the full amount claimed. All Valid Claims will also be subject to an aggregate maximum payment amount, as explained in the Settlement Agreement. If the amount of Valid Claims exceeds the maximum amount of money available under the Settlement Agreement, then the payment for all Valid Claims will be reduced on a pro rata basis. If you would like to learn more, please review the Settlement Agreement for further details.

Payment for Valid Claims submitted by mail will be paid by check. If you prefer to receive payment electronically, you must submit your Claim Form on the Settlement Website, [www.RRDdatasettlement.com](http://www.RRDdatasettlement.com).

Reimbursement for Ordinary Out-of-Pocket Losses

Class Members may submit a Claim for Ordinary Out-of-Pocket Losses, which are unreimbursed costs or expenditures incurred in responding to the notice of the Data Incident. Ordinary Out-of-Pocket Losses may include, without limitation, the following: (1) costs incurred on or after November 29, 2021 associated with accessing or freezing/unfreezing credit reports with any credit reporting agency; (2) other miscellaneous expenses incurred related to any Ordinary Out-of-Pocket Loss such as notary, fax, postage, copying, mileage, and long-distance telephone charges; (3) credit monitoring or other mitigative costs that were incurred on or after November 29, 2021 through the date of the Claim submission.

For each loss that you believe was incurred as a result of the Data Incident, please provide a description of the loss, the date of the loss, the dollar amount of the loss, and the type of documentation you will be submitting to support the loss. **You must provide ALL this information for this Claim to be processed.** Supporting documents must be submitted as part of this Claim Form. **If you fail to provide sufficient supporting documents, the Settlement Administrator will deny your Claim.** Please provide only copies of your supporting documents and keep all originals for your personal files. The Settlement Administrator will have no obligation to return any supporting documentation to you. A copy of the Settlement Administrator's privacy policy is available at [www.kroll.com/en/settlement-administration](http://www.kroll.com/en/settlement-administration).





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With the exception of your name, mailing address, email address, and phone number, supporting documentation will not be provided to Defendant in this Action. Please do not directly communicate with Defendant regarding this matter. All inquiries are to be sent to the Settlement Administrator.

*Examples of such losses include unreimbursed payments for identity theft protection or credit monitoring services and financial losses due to stolen identity incurred as a result of the Data Incident, etc. These are only examples and do not represent a complete list of losses eligible for compensation. Please provide a description of any loss that you claim was incurred as a result of the Data Incident.*

*Examples of documentation include receipts for identity theft protection services, fees paid to a professional to remedy a falsified tax return, etc.*

Description of the Loss	Date of Loss	Amount	Description of Supporting Documentation
Example: Identity Theft Protection Service	07 - 17 - 2022 <b>MM-DD-YYYY</b>	\$50.00	Copy of identity theft protection service bill
Example: Fees paid to a professional to remedy a falsified tax return	02 - 30 - 2022 <b>MM-DD-YYYY</b>	\$25.00	Copy of the professional services bill
	____ - ____ - ____ <b>MM DD YYYY</b>	\$____. ____	
	____ - ____ - ____ <b>MM DD YYYY</b>	\$____. ____	
	____ - ____ - ____ <b>MM DD YYYY</b>	\$____. ____	
	____ - ____ - ____ <b>MM DD YYYY</b>	\$____. ____	
	____ - ____ - ____ <b>MM DD YYYY</b>	\$____. ____	
	____ - ____ - ____ <b>MM DD YYYY</b>	\$____. ____	
	____ - ____ - ____ <b>MM DD YYYY</b>	\$____. ____	
	____ - ____ - ____ <b>MM DD YYYY</b>	\$____. ____	
	____ - ____ - ____ <b>MM DD YYYY</b>	\$____. ____	



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Reimbursement for Attested Lost Time

Class Members may submit a Claim for up to ten (10) hours of time spent remedying issues related to the Data Incident. Ten (10) hours of lost time may be reimbursed, at \$25 per hour, if you provide an attestation as to the time you spent remedying issues related to the Data Incident. Examples of lost time spent remedying issues related to the Data Incident may include time spent remedying identity theft, fraud, misuse of personal information, credit monitoring, or freezing credit reports.

If you spent time remedying issues related to the Data Incident, please list the number of hours you spent here: \_\_\_\_\_.

By checking the below box, I hereby declare under penalty of perjury under the laws of the State of Illinois that the information provided in this Claim Form to support my seeking relief for Attested Lost Time (up to \$250) is true and correct.

**Yes, I understand that I am submitting this Claim Form and the affirmation it makes as to my seeking relief for Attested Lost Time under penalty of perjury. I further understand that my failure to check this box may render my Claim for Attested Lost Time to be invalid.**

Reimbursement for Extraordinary Out-of-Pocket Losses

In addition to reimbursement for Ordinary Out-of-Pocket Losses and Attested Lost Time (or the Alternative Cash Payment), you are also eligible to receive reimbursement for documented Extraordinary Out-of-Pocket Losses, not to exceed \$5,000, for documented monetary loss that is, among other things, arising from financial fraud or identity theft if:

- (1) The loss is an actual, documented, and unreimbursed monetary loss;
- (2) The loss is more likely than not caused by the Data Incident;
- (3) The loss occurred on or after November 29, 2021;
- (4) The loss is not already covered as an “Ordinary Out-of-Pocket Loss” as described above; and
- (5) You provide documentation that you made reasonable efforts to avoid, or seek reimbursement for, the losses, including but not limited to exhaustion of all available credit monitoring insurance and identity theft insurance.

For each loss that you believe is more likely than not caused by the Data Incident, please provide a description of the loss, the date of the loss, the dollar amount of the loss, and the type of documentation you will be submitting to support the loss. **You must provide ALL this information for this Claim to be processed.** Supporting documents must be submitted as part of this Claim Form. **If you fail to provide sufficient supporting documents, the Settlement Administrator will deny your Claim.** Please provide only copies of your supporting documents and keep all originals for your personal files. The Settlement Administrator will have no obligation to return any supporting documentation to you. A copy of the Settlement Administrator’s privacy policy is available at [www.kroll.com/en/settlement-administration](http://www.kroll.com/en/settlement-administration). With the exception of your name, mailing address, email address, and phone number, supporting documentation will not be provided to Defendant in this Action. Please do not directly communicate Defendant regarding this matter. All inquiries are to be sent to the Settlement Administrator.

Description of the Loss	Date of Loss	Amount	Description of Supporting Documentation
Example: Unauthorized credit card charge	07 - 17 - 2022 MM-DD-YYYY	\$50.00	Letter from Bank
	____ - ____ - ____ MM DD YYYY	\$____. ____	
	____ - ____ - ____ MM DD YYYY	\$____. ____	



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Description of the Loss	Date of Loss	Amount	Description of Supporting Documentation
	____ - ____ - ____ MM DD YYYY	\$____. ____	
	____ - ____ - ____ MM DD YYYY	\$____. ____	
	____ - ____ - ____ MM DD YYYY	\$____. ____	
	____ - ____ - ____ MM DD YYYY	\$____. ____	
	____ - ____ - ____ MM DD YYYY	\$____. ____	
	____ - ____ - ____ MM DD YYYY	\$____. ____	
	____ - ____ - ____ MM DD YYYY	\$____. ____	

**Alternative Cash Payment**

Class Members may, in lieu of making a Claim for reimbursement of Ordinary and/or Extraordinary Out-of-Pocket Losses and Attested Lost Time, elect to receive an Alternative Cash Payment in an amount up to \$50 on a claims-made basis.

**By checking the below box, I choose an Alternative Cash Payment of up to \$50 instead of compensation for Ordinary and/or Extraordinary Out-of-Pocket Losses and Attested Lost Time.**

**NOTE: YOU MAY NOT FILE FOR ORDINARY AND/OR EXTRAORDINARY OUT-OF-POCKET LOSSES OR ATTESTED LOST TIME IF YOU ARE FILING FOR THE ALTERNATIVE CASH PAYMENT IN THIS SECTION.**

**Yes, I choose an Alternative Cash Payment of up to \$50 instead of compensation for Ordinary and/or Extraordinary Out-of-Pocket Losses and Attested Lost Time.**

**Section C. Payment**

By mailing this Claim Form to the Settlement Administrator, you will receive any payment you are entitled to under the Settlement Agreement in the form of a check. If you wish to receive any payment you are entitled to under the Settlement Agreement electronically, you must submit your Claim Form online at [www.RRDdatasettlement.com](http://www.RRDdatasettlement.com).

**Section D. Class Member Affirmation**

By submitting this Claim Form and checking the box below, I declare that I received notification from Defendant that I have been identified as a potential Class Member. As I have submitted Claims of losses due to the Data Incident, I declare that I suffered these losses.



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I understand that my Claim and the information provided above will be subject to validation.

I also understand that I may not be entitled to recover under the Settlement Agreement if I am employed by and/or affiliated with the Judge or Magistrate presiding over this Action, and/or am employed by the Defendant or anyone acting on their behalf.

By submitting this Claim Form, I certify that any documentation that I have submitted in support of my Claim consists of unaltered documents in my possession.

**Yes, I understand that my failure to check this box may render my Claim invalid.**

Please provide your name in both the signature and printed name fields below and date your signature below.

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date: MM/DD/YYYY

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

**IN ORDER TO BE VALID, THIS CLAIM FORM MUST BE POSTMARKED NO LATER THAN FEBRUARY 28, 2024 AT 11:59 P.M. CT.**

# Exhibit J

## Exclusion List

Count	Record Identification Number
1	722916N1RY7B5
2	722916N1TCRG2
3	7229177D16XD2
4	722917BC2X3VZ
5	72291684WR6KZ
6	7229174W9PX9Y
7	722915W6022B7
8	722917TK6DD8C
9	722916011CZPF
10	722917ZRH6B7X
11	7229182KMNZXM
12	7229170HQCZ9D
13	722915THC1YPR
14	7229183C4568G
15	7229164H50CG7
16	722917NXT57YX
17	722916NFP3N4H
18	722917CKC5ZWT
19	722917GFWJ1SP
20	7229176D2S7Z0
21	72291684SXJ3T
22	7229164Z6SY9G
23	722915RJHXJ03
24	72291661WYCH7
25	722915T4HPXR9
26	722917H6109YJ
27	722915HTYTN3R
28	722916K6P52QM
29	722917H52SRTJ
30	722916TJSBDY3
31	7229164HXNRVC