

ABI Resources LLC

Subpoena, Search Warrant and Unannounced Appearance by Law Enforcement Policy

Subpoena

A subpoena is an order directing the recipient to appear and testify at a specific time and place. A subpoena duces tecum requires the recipient to produce certain documents listed in the subpoena on the date and time designated in the subpoena. A subpoena does not grant authority to search the premises. The following is ABI Resources LLC's procedure for responding to a subpoena.

If the subpoena is directed at ABI Resources LLC:

- David Medeiros or Patricia Fondelheit are the only people designated to accept service of a subpoena on behalf of ABI Resources LLC.
- Please direct the individual attempting to serve the subpoena to the following locations: ABI Resources LLC, 752 Main St., Willimantic, CT; phone (860) 942-0365.
- If an employee has erroneously accepted the subpoena, please sign, date and fax the subpoena to the main office and contact David or Patricia immediately.

If the subpoena is directed at a conserved client of ABI Resources LLC:

- Please direct the individual attempting to serve the subpoena to the following locations: ABI Resources LLC, 752 Main St., Willimantic, CT; phone (860) 942-0365
- If an employee has erroneously accepted the subpoena, please sign, date and fax the subpoena to the main office and contact David or Patricia immediately.

If the subpoena is directed at a self-conserved client of ABI Resources LLC:

- The self-conserved client may accept the subpoena.
- Please contact David Medeiros or Patricia Fondelheit immediately.

Search Warrant

A search warrant is a written court order entitling law enforcement personnel to search a defined area and seize property described in the warrant.

If law enforcement personnel, state or federal agents present an employee of ABI Resources LLC with a search warrant:

- David Medeiros or Patricia Fondelheit should be immediately notified.
- Law enforcement personnel are to be informed that the company attorney has been contacted and ask them to wait until Counsel arrives.
- If the agent will not wait, please comply with all directives from the law enforcement agent.

Unannounced Appearance by Law Enforcement/Regulatory Personnel

ABI Resources LLC is subject to various federal, state, and local regulatory agencies, law enforcement departments, and governmental agencies.

- If an individual from a governmental agency appears, please immediately contact the office and David Medeiros or Patricia Fondelheit immediately.
- Unless the official presents a search warrant, ABI Resources LLC personnel are not to release information, formally or informally, without first contacting management.