

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF NEW YORK**

**ECF CASE**

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**EQUAL EMPLOYMENT OPPORTUNITY  
COMMISSION,**

**Civil Action No.  
06 CV 4577 (NG)(RER)**

**Plaintiff,**

**-v-**

**BOOKS FOR LESS, LLC AND  
BOOKS FOR LESS, INC.,**

**Defendants.**

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**CONFIDENTIALITY ORDER GOVERNING THE  
TREATMENT OF CERTAIN INFORMATION DESIGNATED AS CONFIDENTIAL**

1. This Order governs the use and handling of: (1) documents or other information reflecting Defendant’s finances; and (2) social security numbers of Defendant’s current and former employees. Together, these two categories of information are referred to herein as “Confidential Information.”

2. Confidential information as defined herein shall not be disseminated, either orally or in written or other form by the EEOC to anyone other than the following Authorized Persons:

- i) its counsel of record and other personnel assigned to work on this case, including clerical personnel, legal assistants and interns;
- ii) Claimants in this case and only to the extent that such person is reasonably necessary for EEOC to assess Defendant’s ability to pay damages in this case. Notwithstanding any other provision of this Order, Confidential Information may only be shown to claimants in the presence of counsel of record, or discussed with claimants by telephone. Confidential Information in written form may not otherwise be disseminated to claimants;
- iii) contractors, experts or other independent professionals retained by Plaintiff to work on this case, and only to the extent that such entity needs access to the Confidential Information to perform its work; or

iv) Judicial personnel and staff.

Plaintiff agrees that no Confidential Information will be shown to Authorized Persons except those referred to in ¶¶ 2(i) and (iv) without said person reading the Confidentiality Order prior to being shown the documents or information, and agreeing, in writing, to abide by its terms. Plaintiff agrees to maintain the original of such written acknowledgements in a specific file created for this purpose.

3. Claimants who violate the terms of the Confidentiality Order by revealing information provided by Defendants to EEOC pursuant to this Order will be held in contempt of Court. Defendant acknowledges that Claimants already have some knowledge about Defendant's financial conditions, and thus, the instant Order applies solely to financial information Claimants obtain from the EEOC as a result of Defendant's disclosure pursuant to this Order.

4. With respect to documents or other information reflecting Defendant's finances, Plaintiff will only use the same for the purpose of settlement of this case.

5. With respect to the social security numbers referred to above, Plaintiff shall inform Defendant's counsel of the name of each current or former employee of Defendant for whom it is unable to ascertain a current address. Pursuant to this Order, Defendant is required to provide to Plaintiff the social security number as contained in its records for each such person. Each such social security number produced shall be used by Plaintiff for the sole purpose of attempting to ascertain the current address of each person for whom the social security number is provided, and shall not be used for any other purpose or disseminated to any person or entity, other than as set forth in ¶ 2 herein.

**Dated: April 9, 2007**  
**Brooklyn, New York**

*Ramon E. Reyes, Jr.*  
**Ramon E. Reyes, Jr.**  
**United States Magistrate Judge**