## INSTRUCTIONS

. "Document" means any written, recorded, or graphic material of any kind, whether prepared by you or by any other person, that is in your possession, custody, or control. The term includes agreements; contracts; letters; telegrams; inter-office communications; memoranda; reports; records; instructions; specifications; notes; notebooks; scrapbooks; diaries; plans; drawings; sketches; blueprints; diagrams; photographs; photocopies; charts; graphs; descriptions; drafts, whether or not they resulted in a final document; minutes of meetings, conferences, and telephone or other conversations or communications; invoices; purchase orders; bills of lading; recordings; published or unpublished speeches or articles; publications; transcripts of telephone conversations; phone mail; electronic-mail; ledgers; financial statements; microfilm; microfiche; tape or disc recordings; and computer print-outs.

The term "document" also includes electronically stored data from which information can be obtained either directly or by translation through detection devices or readers; any such document is to be produced in a reasonably legible and usable form. The term "document" includes all drafts of a document and all copies that differ in any respect from the original, including any notation, underlining, marking, or information not on the original. The term also includes information stored in, or accessible through, computer or other information retrieval systems (including any computer archives or back-up systems), together with instructions and all other materials necessary to use or interpret such data compilations.

Without limitation on the term "control" as used in the preceding paragraph, a document is deemed to be in your control if you have the right to secure the document or a copy thereof from another person.

Unless otherwise specified, the documents called for by this subpoena request are documents in your possession, custody or control that were applicable, effective, prepared, written, generated, sent, dated, or received at any time since January 1, 2018

All documents that respond, in whole or in part, to any part or clause of any paragraph of these document requests shall be produced in their entirety, including all attachments and enclosures. Only one copy need be produced of documents that are responsive to more than one paragraph or are identical except for the person to whom it is addressed if you indicate the persons or group of persons to whom such documents were distributed. Documents that in their original condition were stapled, clipped, or otherwise fastened together shall be produced in such form. Please place the documents called for by each paragraph in a separate file folder or other enclosure marked with name and the paragraph to which such documents respond, and if any document is responsive to more than one request, indicate each request to which it responds.

. In producing documents consisting of electronically stored data in machine-readable form in response to any document request, provide such data in a form that does not require specialized or proprietary hardware or software (IE PDF FILE). Data files should be in sequential format, also known as ASCII files or flat files, with the data fields in fixed-column positions. For each data file provided, the following information should be included: a record layout, a short narrative description of the contents of the file, translation of any coded fields, the number of records in the file, and a printout of the first 100 records in report format. A record layout must contain the following pieces of information: name of the field, starting and ending position in the record, length of the field, and characteristics of the field (e.g., packed decimal, alphanumeric).

For any document withheld under a claim of privilege, submit a sworn or certified statement from your counsel or one of your employees in which you identify the document by author, addressee, date, number of pages, and subject matter; specify the nature and basis of the claimed privilege and the paragraph of this demand for documents to which the document is responsive; and identify each person to whom the document or its contents, or any part thereof, has been disclosed

## DOCUMENTS THAT MUST BE PRODUCED

(Instructions: fill in the numbers after each listed year below)

(THE DOCUMENTS REQUESTED ARE LIMITED SCOPE TO THOSE THAT CAN SHOW "TOTAL SUMMARY NUMBERS" FOR EACH REQUESTS AND CAN BE CERTIFIED TO BE ACCURATE. IN OTHER WORDS, TO SATISFY THIS SUBPOENA DOCUMENT PRODUCTION REQUESTS, OAKTON COMMUNITY COLLEGE IS ASKED TO PREPARE A ONE OR TWO PAGE SUMMARY DOCUMENT SHOWING THE NUMBERS IN RESPONSE TO EACH PARAGRAPH REQUEST AND PROVIDE A CERTIFICATION AS TO THEIR ACCURACY)

1.	All documents and things related to Oakton Community College graduation						
	of Students receiving an Associate Arts Degree for the years 2015, 2016,						
	2017 and 2018. (Total Oakton Community College students who graduated						
	with an A.A. Degree in for the years 2015 . 2016						
	2017 and 2018,						
2. All documents and things related to Oakton Community College total enrolment for the years 2015,							
							2016 2017 and 2018
3.	All documents and things that relate to Oakton Community College disabled						
	students who were registered with the Oakton Community College Access						
	Disability Resource Center for the in the year(s) 2015						
	2016, 2017 and 2018						
4.	All documents and things that evidence students who have been considered for financial aid, who have been red flagged, who were required to produce a continuation of the state of the stat						
	certified copy of a college transcript from a prior school, in the years						
	2015201620172018						

	5. All docume	ents and things tha	t evidence student	s who have h	een considered	
	for financia	l aid, who have be	een red flagged, w	ho were NOT	required to	
	produce a c	ertified copy of a	college transcript	from a prior s	school in the	
	years	1.0	Be transcript	nom a prior s	chool, in the	
	2015	2016	201	7	2018	
6.	All documents	and things that ev	idence the numbe	r of Oakton (	`ommunity	
6. All documents and things that evidence the number of Oakton Community College disabled students who were registered with the Oakton Community College Access & Disability Resource Center that graduated with an Associ						
			2017	,		
	2018	,2010	2017	and		
7. Any documents that Oakton Community considered privilege, they are t compiled, listed.						
	THESE DOCI	IMENTS ARE D	HIE DV MAV 21	2010 TO T		
THESE DOCUMENTS ARE DUE BY MAY 31, 2018: TO BE MA AND/OR EMAILED IN A PDF FORMAT TO Ldms4@hotmail.co LEO STOLLER/ Legal Guardian for Michael Stoller						

CHICAGO, ILLINOIS 60660

312-545-4554

## Robbins Schwartz

55 West Monroe, Suite 800 | Chicago, IL 60603-5144

FRANK B. GARRETT III fgarrett@robbins-schwartz.com

May 31, 2018

VIA E-MAIL

Mr. Leo Stoller Ldms4@hotmail.com

Re: Michael Stoller / Oakton Community College

Dear Mr. Stoller:

We reviewed the subpoena you delivered to Oakton Community College (the "College") on May 11, 2018. This is your second subpoena seeking records and information from the College purportedly related to your son, Mchael Stoller's Financial Aid review. Be advised that on behalf of the College, we object to this subpoena and for the reason set forth below will not be providing any responsive information.

In May, 2018 the College's Enrollment Center corresponded with your son, Michael, regarding his incomplete financial aid application for the 2018-2019 school year. The letter was clear that Michael's financial form was incomplete and that the College needed an official transcript from Truman College in order to complete its review of his financial aid application. The College's request is consistent with its policies and the federal rules and regulations.

On or about April 13, 2018 the College responded to your request for information regarding Michael's financial aid application. You were informed that Michael's financial aid application was incomplete and that the College required his certified transcript from Truman College as a part of his financial aid application review. Note that while you assert that Michael has been approved a Pell Grant for \$5,900, this is only an estimated financial aid award amount and until the verification of eligibility is completed, his eligibility and the amount of any award is undetermined.

On April 27, 2018, the College responded to your subpoena for documents and information regarding the College's request that Michael provide a certified copy of his transcript from Truman College. The College, fully complied with your request for information and documentation. You continue to dispute the College's request for information needed to complete your son Michael's financial aid review and now claim the College's actions are discriminatory. Contrary to your assertion, the College's actions are consistent with its polices and the United States Department of Education and are in no way discriminatory. Michael is welcome to continue his enrollment process for the 2018-19 school year but until he provides the requested documents and information, his financial aid review is on hold.

## Robbins Schwartz

Mr. Leo Stoller May 31, 2018 Page 2

Therefore, and as stated above, the College objects to your May 11, 2018 subpoena. We welcome an opportunity to review the subpoena and the College's objections in court.

Very truly yours,

ROBBINS SCHWARTZ

By: Frank B. Garrett III

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