

CLASS ACTION

INSTRUCTIONS HOW TO FILL THE CLAIM FORM

In order to make a claim in the class action brought by freelance writers against *The Gazette* newspaper, members of the class must fill out a Claim form and transmit it to the Director of claims by mail no later than March 5th, 2015 at the following address:

P.O. Box 55038 Fairmount
Montreal, Quebec, H2T 2M8

Articles eligible for a claim were those published in *The Gazette* between January 1, 1985 and June 6, 2010.

For all questions about the settlements, the claim process or the distribution of class action fund, you can communicate with the Director of claims at the addresses indicated above.

To fill out the claim form:

Part 1: Conditions of eligibility: This section allows you to determine whether you can submit a claim in this class action.

Part 2: Personal information: Enter the most recent information possible so that the Director of claims can contact you easily, either by mail, telephone or e-mail.

Part 3: List of articles for which you are making a claim: The financial compensation you are entitled to will be established on the basis of a point system which takes into account the number of your articles published in *The Gazette*. Therefore, you must provide the most complete and precise information possible.

Additional points will be attributed to freelancers who did not sign a contract permitting *The Gazette* to reproduce their articles elsewhere, including on electronic data bases, when *The Gazette* began asking for such contracts in 1996 or afterward.

Additional points will also be attributed the successive designated persons in the class action and to the treasurer and the secretary of The Electronic-Rights Defence Committee ERDC.

Part 4: Signature: Each person who submits a claim is responsible for the accuracy and truthfulness of the information transmitted to the director of claims. A false declaration on the claim form may lead to the rejection of the claim.

Part 5: Submitting your claim: Make sure that you transmit your claim form to the director of claims no later than the date indicated. Save proof of your transmission in your files.

If you submit a claim for a person other than yourself, you must fill out the same claim form. You must also furnish the reason why the Claimant cannot sign the form him or herself and proof that you are authorized to be his or her legal representative.

If you have any questions, please send them along with your phone number to info@erdc.ca. You will be contacted by email or telephone.