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Please do not submit confidential or proprietary information to Practice unless we have mutually agreed in writing otherwise. Practice is also unable to accept your unsolicited ideas or proposals, so please do not submit them to Practice under any circumstance.

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- 1. A physical or electronic signature of a person authorized to act on behalf of the owner of an exclusive right that is allegedly infringed;
- 2. Identification of the copyrighted work claimed to have been infringed;
- 3. Information reasonably sufficient to permit Practice to contact the complaining party, such as address, telephone number and, if available, an electronic mail address at which the complaining party may be contacted;
- 4. Identification of the material that is claimed to be infringing or to be subject to infringing activity and that is to be removed and information reasonably sufficient to permit Practice to locate the materials;
- 5. A statement that the complaining party has a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner, agent, or the law; and
- 6. A statement that the information in the notification is accurate and, under penalty of perjury, that the complaining party is authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.

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Designated Agent for Claimed Infringement:

### Debora Donahue

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- To cause annoyance, inconvenience or needless anxiety to anyone or anything;
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To use our Website, we may seek personal data or information, including your name, e-mail address, phone number, street address, billing information,

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By providing such Personal Information or Other Information to us, you grant us permission to use and store such information. We, in turn, will use our best efforts to keep your Personal Information safe, secure, and confidential in accordance with these Terms and our full Privacy Policy that may be found on our Website. Practice has reasonable security measures in place to prevent the loss, misuse, and alteration of the information that is obtained from you, but we make no assurances about our ability to prevent any such loss, misuse, to you or to any third party arising out of any such loss, misuse, or alteration. However, due to the nature of the Internet, we cannot completely ensure or warrant the security of any information transmitted to us or through our Website and, therefore, it is done at your own risk. If you believe that any of your Personal Information is incorrect or incomplete, please contact us as soon as possible. We will promptly correct any Personal Information found to be incorrect.

You agree, however, that whenever you make your Personal Information or Other Information available for viewing by others, such as through our Website, the Personal Information or Other Information that you share also can be seen, collected and used by others and, therefore, we cannot be responsible for any unauthorized use by others of such Personal Information or Other Information that you voluntarily share online or in any other manner.

### Termination.

Practice reserves the right in our sole discretion to refuse or terminate your access to the Website, in full or in part, at any time without notice. In the event of cancellation or termination, you are no longer authorized to access the part of the Website affected by such cancellation or termination. The restrictions imposed on you in these Terms with respect to the Website will still apply now and in the future, even after termination by you or us.

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## Severability.

If any part of these Terms is held invalid or unenforceable, that portion shall be construed in a manner consistent with applicable law to reflect, as nearly as possible, the original intentions of the parties, and the remaining portions shall remain in full force and effect.

### Waiver.

Any failure by Practice to enforce or exercise any provision of these terms or related rights shall not constitute a waiver of that right or provision.

#### Miscellaneous.

You may not assign your rights or obligations under these Terms to any third party and any purported attempt to do so shall be null and void. Practice may freely assign its rights and obligations under these Terms.

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