

C. "Document" and "Documents" shall be used in their broadest sense and shall mean and include all written, printed, typed, recorded, electronic, or graphic matter of every kind and description, both originals and copies and all attachments and appendices thereto. Without limiting the foregoing, the terms "document" and "documents" shall include all agreements, contracts, communications, correspondence, letters, telegrams, telexes, messages, memoranda, records, reports, books, summaries, or other records of telephone conversations or interview, summaries or other records of personal conversations, minutes or summaries or other records of personal meetings and conferences, summaries or other records of meetings and conferences, summaries, dairies, electronic mail messages, electronic texts, instant or any other similar electronic messaging regardless of device or technology used, diary entries, calendars, appointment books, time records, instructions, work assignments, visitor records, forecasts, statistical data, statistical statements, work sheets, drafts, graphs, maps, charts, tables, marginal notations, notebooks, e-mails, telephone bills or records, web or electronic service bills or records, bills, statements records of obligation and expenditure, invoices, lists, journals, advertising, recommendations, files, printouts, compilations, tabulations, purchase orders, receipts, sell orders, confirmations, checks (both front and back), bank statements, letters of credit, envelopes or folders or similar containers, voucher analyses, studies, surveys, transcription or hearings, transcripts of testimony, transcripts of interviews, expense reports, microfilm, microfiche, articles, speeches, tape or disc recordings, sound recordings, video recordings of any type, film, tapes, photographs, punch cards, programs, data compilations from which information can be obtained (including matter used in data processing), electronic data (active, cloned, backup, and residual), document sharing, any messaging communications contained or stored on any server, desktop, laptop, personal and/or business personal digital

assistant (PDA), telephone, smartphone, application ("App"), and other printed, written, handwritten, typewritten, recorded, stenographic, computer-generated, computer sorted, or electronically sorted matter, however and by whomever produced, prepared, reproduced, disseminated, or made. The terms "document" and "documents" shall include all copies of documents by whatever means made, except that where a document is identified or produced, identical copies thereof which do not contain any markings, additions, or deletions different from the original need not be separately produced. "Document" and "documents" means and includes all matter within the foregoing description that is in the possession, control, or custody of the Plaintiff or in the possession, control, or custody of any attorney for the Plaintiff and any company owned or controlled, in whole or in part, by the Plaintiff. "Document" and "documents" means and includes all matter within the foregoing description regardless of storage system or method used, including but not limited to paper, electronic device, electronic storage, tablet, or other electronic device, network attached storage (NAS), remote physical or electronic storage, Dropbox, Google Docs, Google Drive, Adobe, or similar storage, services, applications or communications mechanisms, the Cloud, Amazon Web Services or similar storage medium, backups or other server storage, or stored or saved on any electronic device of any type. Without limiting the term "control," a document is deemed to be within your control if you have ownership, possession, or custody of the document, or the right to secure the document or copy thereof from any person or public or private entity having physical possession thereof.

D. As used herein, the words "and" and "or" shall be construed either conjunctively or disjunctively as required by the context to bring within the scope of these requests any document or information that might be deemed outside its scope by another construction.

E. "Person" or "People" when used in these Interrogatories includes human beings, corporations, partnerships, associations, firm, proprietorship, joint ventures, governmental agencies (federal, state or local), or any other legal or business organization.

F. The term "Complaint" means and refers to the Complaint filed by Plaintiff in the present action.

G. "Relating to" or "related to" means and includes pertaining to, recording, evidencing, containing, setting forth, reflecting, showing, disclosing, describing, explaining, summarizing, constituting, concerning or referring to, whether directly or indirectly.

H. Use of the singular shall be deemed to include the plural and use of the masculine shall be deemed to include the feminine, as appropriate, and vice versa.

I. "Correspondence," or any variant thereof, means any contact or communication by which any information or knowledge is transmitted or conveyed, either to oneself as a notation, reminder, task, note, calendar entry or otherwise, and/or between two or more persons, and all of the above shall include, without limitation, written contact by means such as letters, communications, e-mails, messages, SMS, memoranda, telegrams, telecopies, telexes, text messages, social media communications including those made over Facebook, Twitter or similar communications, or any other document, and any oral contact, such as face-to-face meetings, audio or video conferences or telephone conversations.

II. INSTRUCTIONS

A. These requests are submitted for the purposes of discovery and are not to be taken as waiving any objections which may be made at trial to the introduction of evidence by Parties in the Complaint on subjects covered by these requests or as an admission at trial of the relevance or materiality of any of the matters covered by these requests.

B. If you object to any requests based on a claim of privilege, work product, or any other discovery exemption, state fully the reasons for each objection and produce documents responsive to all portions of the request to which the claimed exemption does not apply, and state separately all of the following: (1) the nature of the privilege or immunity asserted; (2) the basis of the claim of privilege or immunity; (3) the name, job title and last known address of the author of the statement, communication or document; (4) the name, job title and last known address of each and every recipient of the statement, communication or document; (5) the date of the statement, communication or document; (5) the number of pages of the document; and (6) a general description of the subject matter of the statement, communication or document.

C. For any document(s) responsive to a Request which has been destroyed, identify:

- a. The author's name and title or position;
- b. The recipient's name and title or position;
- c. All persons receiving copies of the document;
- d. The date of the document;
- e. The number of pages of the document; and
- f. The subject matter of the document.

D. If any information is withheld on the basis of another objection, (1) state with particularity the nature and complete factual basis for the objection and (2) answer any portion of the request to which you do not object and produce documents responsive to that portion.

E. Whenever a Request calls for information that is not available to you in the form requested, but is available in another form, or can be obtained at least in part from other data in your possession, either supply the information requested in the form in which it is available, or supply the data from which the information requested can be obtained.

F. The documents requested are to be segregated by category or as kept in the ordinary course of business when produced for inspection and copying. Documents to be produced must include not only originals of all documents, but also all drafts, all copies bearing any marking

or other notations, all copies that differ in any way from the original and any copies containing post it notes or similar attachments with a copy of such attachments.

G. In the event that you have reason to believe that any document requested has been destroyed, lost or was transferred from your possession, custody, or control, each such document shall be identified by date, author, and subject matter, and shall further be identified with respect to each Paragraph of this request which calls for that document. You shall also provide the reason for the destruction, loss or transfer, along with the date of destruction, loss or transfer and the person(s) involved in the destruction or transfer.

H. If information responsive to the requests below is stored electronically ("ESI"), the ESI shall be produced in an electronic format that (a) preserves the date(s) of origin, (b) enables Plaintiff to download, copy or otherwise transfer the ESI to a server or other storage device without reformatting, and (c) enables Plaintiff to search the complete, unaltered original document with the use of a commonly available software application. Such ESI shall also be converted to PDF and provided in fully searchable form.

I. Unless otherwise agreed in advance and in writing, all electronic or magnetic data should be produced in paper copy and its native computer readable format with an identification of its associated software application and computer system on one or more USB Flash Drive(s), readable by both Windows-based and Mac-based personal computers. The data produced must contain an exact and complete image copy of the source hard drives, or other electronic or magnetic media or storage device containing the original data and include not only active files, but all deleted, erased or discarded copies, and prior versions or drafts of the data.

J. With regard to requested electronic or magnetic data available on hard drives, exact copies (also referred to as image copies or evidentiary copies) of relevant hard drives on desktop, laptop, notebook, palm top or personal digital assistant computers should be produced.

K. With regard to requested electronic or magnetic data available on disks, exact copies (sometimes referred to as "diskcopies") of the disks should be produced.

L. Documents identified in, referred to, relied upon or responsive to any Request should identify the Request to which they apply.

M. Any reference to an individual person, either singularly or as part of a defined group, includes that person's past and present agents, legal representatives, non-legal representatives, personal representatives, attorneys, general partners, limited partners, employees, subsidiaries and parent companies, sister companies, affiliated entities, and also includes individuals and entities who act, have acted, purport to act, or have purported to act on behalf of such non-natural person.

N. These requests are continuing and require timely supplemental responses as provided for in the Rules of the Supreme Court of Virginia.

SPECIFIC REQUESTS FOR PRODUCTION

1. Please produce any and all documents identified in, referred to, or relied upon in the preparation of your answers to First Set of Interrogatories propounded by Defendant. When such documents are produced, please identify the specific Interrogatory to which they are relevant.

RESPONSE:

2. Please produce any and all documents that evidence, refer, or relate to the facts

and circumstances set forth in the Complaint.

RESPONSE:

3. Please produce any and all documents that evidence, refer, or relate to the facts and circumstances set forth in Defendant's Demurrer, Plea in Bar and any defenses, counterclaims or other matters that Defendant may have to Plaintiffs allegations.

RESPONSE:

4. Please produce any and all photographs, audio recordings, screen shots, messages or videos taken of or relating to any interaction between Plaintiff and any Defendant at any time.

RESPONSE:

5. Please produce any and all correspondence between Plaintiff and any Defendant.

RESPONSE:

6. Please produce any and all documents that support any of your claims.

RESPONSE:

7. Please produce any and all documents that refute any of your claims.

RESPONSE:

8. Please produce any and all correspondence with any person concerning the Plaintiff and events and claims set forth in Plaintiffs Complaint or Defendant' Demurrer or Plea

in Bar.

RESPONSE:

9. Please produce any documents or exhibits that you intend to introduce as evidence at any hearing or trial in this action.

RESPONSE:

10. To the extent not specifically requested in any other Request, please produce all documents that refer or relate to any and all factual matters at issue in this matter.

RESPONSE:

11. Please produce any documents that reflect any loan taken out in Plaintiff's name in the past ten (10) years.

RESPONSE:

12. Please produce any documents that reflect any loan taken out using Plaintiff's temple or other property as collateral in the past ten (10) years.

RESPONSE:

13. Please produce any documents that reflect where the proceeds have gone of any loan taken out in Plaintiff's name or using any property of Plaintiff in the past ten (10) years.

RESPONSE:

14. Please produce any documents that reflect any purchases over \$5,000.00 made by the Board allegedly on behalf of Plaintiff name in the past ten (10) years.

RESPONSE:

15. Please produce any governing corporate documents of Plaintiff, including but not limited to any and all articles of incorporation, by-laws, or other documents that reflect the procedures and policies that Plaintiff must follow at any given time in the past fifteen (15) years.

RESPONSE:

16. Please produce any contemporaneous corporate minutes from any meeting of Plaintiff's Board of Directors in the past fifteen (15) years.

RESPONSE:

17. Please produce any corporate minutes that have been created more than one month after the fact from any meeting of Plaintiff's Board of Directors in the past fifteen (15) years.

RESPONSE:

18. Please produce any documents that support your assertion of damages in Plaintiff's Complaint.

RESPONSE:

19. Please produce any all financial documents of the Plaintiff for the past fifteen (15) years, including but not limited to all financial statements, ledgers, and reconciliations of

Plaintiffs finances.

RESPONSE:

20. Please produce any audits that have been done of Plaintiffs finances in the past fifteen (15) years.

RESPONSE:

21. Please produce any documents that support your assertion of damages in Plaintiffs Complaint.

RESPONSE:

22. Please produce any documents that reflect any purchases of any vehicles by Plaintiff or by the Board allegedly on behalf of Plaintiff in the past ten (10) years.

RESPONSE:

23. Please produce any bank accounts into which any donations made to Plaintiff have been deposited in the past ten (10) years.

RESPONSE:

24. Please produce any contemporaneous corporate resolutions entered into by Plaintiffs Board of Directors in the past fifteen (15) years.

RESPONSE:

25. Please produce any documents that reflect any investigation by Plaintiff or its Board into the use of funds donated to Plaintiff at any given time in the past fifteen (15) years.

RESPONSE:

DATED: April 28, 2020

Respectfully submitted,



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*Counsel for Defendant Souksomboun
Sayasithsena*

CERTIFICATE OF SERVICE

I HEREBY CERTIFY THAT a true and accurate copy of the foregoing will be served via U.S. First Class Mail and/or electronic mail to

August McCarthy, Esq.
70 Main Street, Suite 23
Warrenton, VA 20186
amccarthy@themccarthyfirm.com

on or about this the 28th day of April, 2020.



Thomas F. Urban II