

How to Use This DMCA Handbook

This DMCA handbook is intended as a working guide to provide practical knowledge and forms to assist:

- **Online Service Providers (OSPs and ISPs)** to adopt and implement a DMCA policy to take advantage of the benefits of the DMCA safe harbors
- **Website Owners** to adopt and implement a DMCA policy to take advantage of the benefits of the DMCA safe harbors
- **Content Creators** to understand the DMCA and to file DMCA take-down Notices when Content Creators discover infringing copies of their original copyright-protected works online
- **Copyright Owners** and rights holders to file DMCA take-down Notices when Copyright Owners discover infringing copies of their copyright-protected works online

Important Notice for OSPs

An OSP must *electronically register* its Designated Agent to maintain an active designation with the Copyright Office. This is true even if the OSP registered its Designated Agent through the previous “paper system.” If the OSP does not register its Designated Agent through the online registration system, it cannot seek protection under the DMCA from copyright infringement lawsuits.

This handbook assists OSPs to comply with recent changes in the law that require strict compliance by OSPs to maintain safe harbor protection and immunity from contributory copyright infringement damages.

Quick Start Guide

This handbook provides a quick start guide for those wanting to focus on the basic requirements to prepare and file the forms and notices relevant to their respective interests. It also provides a more in-depth analysis of the DMCA process for those who want additional information and background about the origins and operation of the DMCA regime.

The following will take you to the key chapters and forms that pertain to your role in the DMCA Notice and take-down process if you do not want to start at page 1.

| If you are a/an | Key chapters and forms |
|------------------------|--|
| ISP/OSP | 4, 7, 10, 12–15 as applicable, 16, 18, 20, 22, 23, 24, and all forms |
| Website Owner | 4, 7, 10, 12–15 as applicable, 16, 18, 20, 22, 23, 24, and all forms |
| Content Creator | 4, 8, 10, 17, 21, 25, and Form 2 |
| Copyright Owner | 4, 8, 10, 17, 21, 25, and Form 2 |
| Alleged Infringer | 4, 5, 9, 19, 22, and Form 4 |