



U.S. Department of Justice

*United States Attorney
District of Connecticut*

*Connecticut Financial Center
157 Church Street, 25th Floor
New Haven, Connecticut 06510*

*(203)821-3700
Fax (203) 773-5376
www.justice.gov/usao/ct*

October 20, 2021

Custodian of Records
Connecticut Department of Administrative Services
450 Columbus Boulevard
Hartford, CT 06103

Re: Non-Disclosure of Subpoena

Dear Custodian of Records:

The attached grand jury subpoena issued on October 20, 2021 is returnable on November 16, 2021 before the federal grand jury sitting that date in New Haven, Connecticut.

The subpoena requests that the custodian of records produce certain documents described in the Attachment A. In lieu of your personal appearance before the grand jury, subpoenaed materials may be mailed to Federal Bureau of Investigation (FBI) Special Agent Jaclyn M. Coyne, Federal Bureau of Investigation, 530 Preston Avenue, Building 1, Suite 201, Meriden, CT 06450, telephone number (203) 584-8835, e-mail address jcoyne@fbi.gov, on or before the grand jury date.

You are requested not to disclose the existence of this subpoena or its contents. Disclosure of the subpoena, or its contents, may impede an ongoing federal grand jury investigation into the possible commission of a felony, and consequently may interfere with the enforcement of federal law. Therefore, before you disclose the existence and/or the contents of this subpoena, please contact Special Agent Jaclyn M. Coyne at (203) 584-8835.

We also request that the custodian of records complete the attached declaration for any business records that are produced pursuant to this subpoena, to the extent that such records meet the conditions set forth in the declaration—that is, (1) that the records were made at or near the time of the occurrence of the matters set forth in the records, by a person with knowledge of those matters or from information transmitted by such a person, and (2) that these records are made, and are kept, as a regular practice in the ordinary course of business.

Completion of this declaration will significantly reduce the chances that you will be called as a witness at any future trial, where these documents might be offered as evidence.

Very truly yours,

LEONARD C. BOYLE
ACTING UNITED STATES ATTORNEY

A handwritten signature in blue ink, appearing to read "David E. Novick".

DAVID E. NOVICK
ASSISTANT UNITED STATES ATTORNEY

UNITED STATES DISTRICT COURT

for the
District of Connecticut

GJ No. N-21-1-55(9)
SA Jaclyn Coyne, FBI

SUBPOENA TO TESTIFY BEFORE A GRAND JURY

To: Custodian of Records
Connecticut Department of Administrative Services
450 Columbus Boulevard
Hartford, CT 06103

YOU ARE COMMANDED to appear in this United States district court at the time, date, and place shown below to testify before the court's grand jury. When you arrive, you must remain at the court until the judge or a court officer allows you to leave.

Place: Robert N. Giaimo Federal Building 150 Court Street, Room 125 New Haven, CT 06510	Date and Time: Grand Jury Room November 16, 2021 at 9:00 a.m.
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You must also bring with you the following documents, electronically stored information, or objects (*blank if not applicable*):

See Attachment A.

In lieu of your personal appearance before the Grand Jury, subpoenaed materials may be produced to SA Jaclyn M. Coyne, Federal Bureau of Investigation, 530 Preston Avenue, Building 1, Suite 201, Meriden, CT 06450, telephone number (203) 584-8835, e-mail address jcoyne@fbi.gov; or any other duly authorized Special Agent of the Federal Bureau of Investigation on or before the date of the grand jury session. .

Date: 10/20/2021

CLERK OF COURT


Signature of Clerk or Deputy Clerk

The name, address, e-mail, and telephone number of the United States attorney, or assistant United States attorney, who requests this subpoena, are:

David E. Novick, Assistant United States Attorney
U.S. Attorney's Office, District of Connecticut
157 Church Street, 25th Fl.
New Haven, CT 06510 Tel. 203-821-3700



PROOF OF SERVICE

This subpoena for *(name of individual or organization)* _____
was received by me on *(date)* _____ .

I served the subpoena by delivering a copy to the named person as follows: _____

_____ on *(date)* _____ ; or

I returned the subpoena unexecuted because: _____
_____ .

I declare under penalty of perjury that this information is true.

Date: _____

Server's signature

Printed name and title

Server's address

Additional information regarding attempted service, etc:

ATTACHMENT A – Grand Jury H-19-1-135(9)

To:

Custodian of Records
Connecticut Department of Administrative Services
450 Columbus Boulevard
Hartford, CT 06103

RECORDS REQUIRED:

Please provide all non-privileged electronic communications (including e-mail and text messages, and all attachments thereto), from January 1, 2018, to the present, involving Konstantinos Diamantis, concerning: (1) the planning, bidding, awarding, and implementation (including the construction process) of school construction projects; (2) the planning, bidding, awarding and implementation of hazardous materials abatement projects; and (3) the Connecticut State Pier infrastructure improvements project.

RECORDS FORMAT:

Records are requested in the form of electronic media. Please see attached instructions for Production of Electronically Stored Records.

IN LIEU OF YOUR PERSONAL APPEARANCE BEFORE THE GRAND JURY, subpoenaed materials may be sent to SA Jaclyn M. Coyne, Federal Bureau of Investigation, 530 Preston Avenue, Building 1, Suite 201, Meriden, CT 06450, telephone number (203) 584-8835, e-mail address jcoyne@fbi.gov.

**CERTIFICATE OF AUTHENTICITY OF DOMESTIC
RECORDS PURSUANT TO FEDERAL RULES OF
EVIDENCE 902(11) AND 902(13)**

I, _____, attest, under penalties of perjury by the laws of the United States of America pursuant to 28 U.S.C. § 1746, that the information contained in this certification is true and correct. I am employed by _____ (“Provider”), and my title is _____ . I am qualified to authenticate the records attached hereto because I am familiar with how the records were created, managed, stored, and retrieved. I state that the records attached hereto are true duplicates of the original records in the custody of Provider. The attached records consist of _____ (pages/CDs/megabytes). I further state that:

a. all records attached to this certificate were made at or near the time of the occurrence of the matter set forth by, or from information transmitted by, a person with knowledge of those matters, they were kept in the ordinary course of the regularly conducted business activity of Provider, and they were made by Provider as a regular practice; and

b. such records were generated by Provider’s electronic process or system that produces an accurate result, to wit:

1. the records were copied from electronic device(s), storage medium(s), or file(s) in the custody of Provider in a manner to ensure that they are true duplicates of the original records; and

2. the process or system is regularly verified by Provider, and at all times pertinent to the records certified here the process and system functioned properly and normally.

I further state that this certification is intended to satisfy Rules 902(11) and 902(13) of the Federal Rules of Evidence.

Date

Signature



USAO District of Connecticut Production Specifications

Specification Modifications

Any modifications may be done only with the express permission of the government. Any questions about these production specifications should be raised with the government prior to the first production.

The cover letter associated with the production should list the Bates range of the documents provided on the production media. Also included in the cover letter should be a sentence stating what time zone the documents were processed.

If technology-assisted review (TAR) or artificial intelligence software (of any kind), will be used in order to categorize data into relevant and non-relevant groups for the purposes of responding to the Government's demand, please disclose your intentions to the Government before proceeding.

Document Numbering – Page level Bates numbering

- All pages of a document must be assigned a unique and sequential Bates number.
- The Bates number must be endorsed on the image.
- Native files must be assigned a single Bates number and the file will be named as that number; the image placeholder will have the same number endorsed on the image.
- Bates numbers must consist of a prefix, leading zeros, and sequential numbering at the pagelevel.
- Numbering should be padded out 8 digits, e.g., ABC0000001; If there will be rolling productions the number of digits should never change.
- Please NO spaces between the prefix and numbers; underscores (_)and hyphens (-)are allowed.
- If the maximum number will be reached (e.g., ABC9999999), then notify the Lit Tech PM todiscuss how to proceed.
- If suffixing is necessary, a period will be used as the separator and all pages of the document will have the same number as the first page:

ABC0000001

ABC0000001.001

ABC0000001.002

Deliverables

- Data should be provided on CD, DVD, or an external hard drive/USB thumb drive.
- We will provide access to our file sharing site (USAFX) for use in uploading smaller productions (please contact the paralegal on the case to be set up).

Images

- All images must be provided as Bates endorsed single page TIFF Group IV format for black and white or single page JPG for color.
 - Photos and graphic files (JPG, GIF, PNG, etc.) should be provided in color.
 - Document file types (doc, pdf, msg, ppt, etc.) should be provided black and white.
- Images for a document must not span multiple folders.
- The maximum number of images in a folder should be limited to 10,000 per folder
- Provide the native file for each document.
- Native file names must match the BEGBATES for the record, which will match the number endorsed on the image of the first page.
- The maximum number of native files in a subfolder should be limited to 10,000 per folder.

Text

- Must be document level.
- Extracted text should be provided with all records where possible, otherwise OCR text should be provided (e.g., hard copy, redacted, image files).
- The text file should be named after the BEGBATES number of the associated record.
- The document text should not be included within the load file, only the path to the text file will be provided in the load file.

Load File Formats

- Metadata Load file – .dat file – One line for every record; First row contains field headers. Field order must remain consistent in subsequent productions

Field Separator	¶	(ASCII 020)
Text Qualifier	þ	(ASCII 254)
New Line	®	(ASCII 174)
Multi-value Separator	;	(ASCII 059)

 - See Attachment 1 - Table of Requested Fields for Electronic Documents list for required metadata/database fields to be included in the .dat file (page 5).
- Image Load file – .LFP or .OPT – one line for every page

Email, Attachments, Calendar Items, and Contacts

- Email must be produced as image files (see Images section above) with related searchabletext, metadata.
- The parent/child relationships must be preserved.
- When providing Lotus Notes as native, convert to MHTML.

Attachments

- Preferred method (processing software permitting), graphic objects embedded in emails and other documents such as logos, letterheads or backgrounds, must remain as part of the document and not be extracted as attached separate documents.
- Be sure the parent/child relationship is reflected in the BATESBEGATT and BATESENDATT fields.

Electronic Documents

- Electronic documents include any user-generated files (word-processing documents, PDFs etc.) and all other electronic files not specifically discussed elsewhere. These files must be produced as image files (see specs above) and natives with metadata and searchable text for the entire document.
- Hidden Text – All hidden text (track changes, hidden slides, notes, etc.) will be expanded and rendered in the image file.

Spreadsheets and Presentations

- Spreadsheets and presentations (e.g., XLS, PPT, etc.) must be produced in native format, with associated metadata and searchable text for the entire document. A Bates endorsed placeholder image for each spreadsheet must be provided. The data load file should include a relative path to the native file. The native file will be named as the BEGBATES number.
- Presentations should be imaged, with speaker notes showing.

Multimedia Files

- Multimedia files (e.g., MP3, MP4, AVI, etc.) must be produced in native format with associated metadata. A Bates endorsed placeholder image for each multimedia file must be provided. The native file will be named as the BEGBATES number.

Time Zone

- Process the documents in the local time zone and populate that value in the TimeZoneProcessed field.

De-duplication Method

- De-duplication should be performed globally, across all custodians and documents using the MD5 Hash value.
- Emails and their attachments should be kept together when de-duping (keep families together). No loose files should be deduped against email attachments.
- All files and metadata for the duplicate documents excluded during de-duplication must be preserved and available for production upon request.

Custodian Overlay – Duplicates

- A Custodian overlay file is to be provided when de-duping globally and data is being produced on a rolling basis.
- Fields to include in the overlay file provided with every production after the first where de-duplication has occurred:

BATESBEGIN	BATESBEGIN for each document being updated
DUPE_CUSTODIANS	All Custodians who had the document before de-duplication
DUPE_FILEPATHS	All Filepaths of the document before de-duplication
DUPE_FOLDERS	All Folders (email folder) of the document before de-duplication

Text Messages

Preferred Format:

One Excel spreadsheet per conversation thread, which includes the metadata fields listed in Attachment 2 - Text Field List file (page 7).

Acceptable Format:

Single page text with the Body and all metadata fields included on the image or text file produced. Conversation texts and attachments must be in date/time order

Not Acceptable:

Screenshots of texts or texts without metadata fields detailing all parties, dates, timestamps, delete status, read status, tags and Thread ID. These fields are necessary in order to understand the entire conversation (*original text and all replies*).

Proprietary Software

Cellebrite

- Provide as .UFDR file

Social Media

- Prior to producing any Social Media (Facebook, Instagram, Twitter, etc.), please contact the Lit Tech PM assigned to the case.

Workplace Apps

- Prior to producing any workplace chat messaging apps (Skype, Telegram, Slack, Zoom, MS Teams, WhatsApp, etc.), please contact the Lit Tech PM assigned to the case.
 - Preferred format is threaded conversations with metadata (To, From, Date, Time, message content, attachments).

Structured Data/Relational Data

- Prior to producing any structured database (e.g., Oracle, SQL, Access, QuickBooks, Call Center / Audio databases), please provide a field and table list, the assigned Lit Tech PM will reach out to discuss further.

Audio/Video

- Proprietary audio or video (e.g., HAWK, RealPlayer, jail calls, pole cam, etc.) should be converted to appropriate file types such as .wav, .mp3, .mp4, containing all timestamps, etc.

Exception Logs

- An exception log will be provided which documents any processing issues.
- Any documents unable to be imaged will be slip sheeted with a Bates endorsed image containing the error message and included as natives.
- If no text can be extracted for un-imaged documents, the text provided must contain the error message.

Privilege Logs

- Will be provided to the team in electronic format, such as Excel, as well as within an email to the team and/or on the media containing the production.

Paper Documents

- Scan and provide:
 - single page, Bates stamped TIFF Group IV format images
 - document level OCR text
 - .DAT containing the fields provided in the attached Paper Fields Chart 2
 - .LFP or .OPT for loading images.

Attachment 1 – Table of Requested Fields for Electronic Documents:

Field Name	Description
BatesBegin	Start Bates (including prefix) -- No spaces or special characters. MUST BE UNIQUE.
BatesEnd	End Bates (including prefix) -- No spaces or special characters.
BatesBegAtt	BEGDOC value (including prefix) of the parent document in the family group, populated for all records in the family group. Empty for any records NOT in a family grouping.
BatesEndAtt	ENDDOC value (including prefix) of the last document in the family group. Populated for all records in the family group. Empty for any records NOT in a family grouping.
Custodian	Individual Custodian Name/Shared Resource Name --format: Last, First or ABC Dept. Use consistent naming and formatting across all productions.
FileName	File name of electronic file (loose electronic files or attachments to Email).
FilePath	The local path to the original file from where it was collected; e.g. C:\My Documents\Sales Info\ACME
Author	Author field value extracted from the metadata of an electronic file.
LastAuthor	Last Saved By field value extracted from metadata of an electronic file.
FileExt	File extension of an electronic file.
NativePath	Path to the Exported / Processed Native File.
Application	Application used to create the electronic file (e.g., Excel, Outlook, Word).
FileDescription	Description of electronic file type; e.g. MS Word.
RecordType	lists the type of record for each file; e.g. Loose Email; Email; Edoc; etc.
DateCreated	Date the electronic file was created; MM/DD/YYYY
TimeCreated	Time the electronic file was created.
DateLastMod	Date the electronic file was last modified; MM/DD/YYYY
TimeLastMod	Time the electronic file was last modified.
DateLastPrnt	Date the electronic file was last printed; MM/DD/YYYY
TimeLastPrnt	Time the electronic file was last printed.
DupeCustodians	Names of custodians containing duplicate versions of the original file.
DocTitle	Title of the electronic document.
MailStorePath	Original path to the mailstore location
DateSent	Date the Email or Calendar item was sent; MM/DD/YYYY
TimeSent	Time the Email or Calendar item was sent.
DateRcvd	Date the Email or Calendar item was received; MM/DD/YYYY
TimeRcvd	Time the Email or Calendar item was received.
To	Recipients of the Email or Calendar Item (as formatted on the original).
From	Author of the Email or Calendar item (as formatted on the original).
CC	The complete list of all names and emails of all individuals contained in the "CC" field of the email.

Field Name	Description
BCC	The complete list of all names and emails of all individuals contained in the "BCC" field of the email.
EmailSubject	Email or calendar item subject.
AttachCount	The number of attachments any given item possesses (email attachments, zip file contents).
AttachNames	List of attachment file names
Headers	Contents of the header in an email message.
Conversation	Email Thread Identification generated by the email application (Outlook).
MessageClass	Outlook Email - Mail item class (Note, Report, Meeting, etc.); e.g. IPM.note
MessageID	Email message id
Company_Properties	Company field extracted from the electronic files metadata
Categories_Properties	Categories field extracted from the electronic files metadata
Comments_Properties	Comments field extracted from the electronic files metadata
Keywords_Properties	Keyword field extracted from the electronic files metadata
FileSize	File size in Bytes (integer value only - do not include unit of measure, thousands character, or decimal places
PageCount	Number of images for the electronic file.
Revision	Revision number extracted from metadata of electronic file.
ProdVolume	Production volume number; PROD001
DupeFilePaths	File path to each duplicate version of the original record.
MD5Hash	Document MD5 hash value (used for deduplication).
Sha1Hash	Document SHA1 hash value
DupStatus	Dedupe status; N = Not a dup; G = Global-level Duplicate; P = Parent Duplicate
Encrypted	e.g. Y, N
TextPath	Folder path to the extracted or OCR text files
Source	Entity name of producing party (not law firm or vendor name).
DocSubject	Subject field value extracted from metadata of electronic file.
TimeZoneProcessed	Time zone the electronic files were processed in.
SubResponseNum	Subpoena number(s) which the electronic file is in response to

Attachment 2 – Text Field List:

Field Name	Example
Device Name / ID	Ex: iPhone 8, S/N #
Message / Chat ID	Similar to a BatesBegAttach field
Direction	Ex: Incoming /Outgoing
Start Time: Date	
Start Time: Time	
Last Activity: Date	
Last Activity: Time	
Participants	
Number of Attachments	
Deleted - Chat	Ex: Yes
Tag Note - Chat	
From	Ex: Phone # & name
To	Ex: Phone # & name
Subject	
Body	
Status	Ex: read / sent/ deleted
Location	
Timestamp: Date	
Timestamp: Time	
Delivered: Date	
Delivered: Time	
Read: Date	
Read: Time	
Attachment #1	Ex: File name
Attachment #2	
Deleted - Instant Message	
Tag Note - Instant Message	
Starred Message	