



APPENDIX A

Source Interlink Career Opportunity Form

POSTING DATE: December 18, 2009

POSITION: Sr. Paralegal / Intellectual Property

DEPARTMENT: Shared Services - Legal

LOCATION: El Segundo, CA

REPORTS TO: VP, Corporate Counsel – Intellectual Property

FUNCTIONS:

We currently have a position open in our El Segundo office for a Senior Paralegal / Intellectual Property. Under the direction of the VP, Corporate Counsel – Intellectual Property, this position will support senior management in connection with the management of trademarks, copyrights, domain names, and sweepstakes and promotions.

- Manage the company's entire trademark portfolio including: (a) conducting availability searches and prosecuting new trademark and service mark applications; (b) prosecuting and renewing existing trademark and service mark registrations; (c) working with foreign associates to file and prosecute new trademark applications in foreign countries; (d) docketing all in-coming trademark documents (foreign and domestic); (e) monitoring weekly trademark watch notices to identify potentially conflicting trademark applications; and (f) filing oppositions with the Trademark Trial & Appeal Board.
- Provide counsel to corporate business units in conducting, implementing, and administering sweepstakes, contests, and promotions, including: (a) tailoring the official rules for each sweepstakes, contest, or promotion; (b) preparing affidavits and releases for promotions and contest winners; (c) coordinating with business units to ensure compliance with state laws and regulations governing sweepstakes and promotions; and (d) preparing indemnity letters for all sweepstakes and contest sponsors.
- Prepare trademark cease and desist letters and notice and takedown letters under the Digital Millennium Copyright Act.
- Coordinate with business units in complying with inbound cease and desist letters concerning the distribution of movie or music content.
- Support legal department and outside counsel in connection with impending and pending IP litigation matters, including providing responsive information to outside counsel and assisting outside counsel in responding to discovery requests from other litigation parties.
- Manage the company's master domain name list, including interacting with business units relating to new domains acquired or domains sold.

- Prepare basic stage and set dress releases for movies and television shows that will display company magazines on the set.
- Assist the VP, Corporate Counsel – Intellectual Property in adopting and implementing corporate-wide intellectual property initiatives.

REQUIRED QUALIFICATIONS:

- B.A. or B.S. from accredited undergraduate institution and/or certification from acceptable paralegal education program.
- Minimum 7 years of applicable intellectual property experience at a law firm or corporate legal department.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong interpersonal and organization skills.
- Strong command of U.S. Patent & Trademark Office practices and procedures applicable to trademark and service mark prosecution.
- Significant experience managing a U.S. and world-wide trademark portfolio.
- Basic knowledge of substantive trademark and copyright law.
- Basic knowledge of state laws and regulations governing sweepstakes and promotions.
- Excellent oral and written communication skills.
- Ability to prioritize and manage a heavy case load.
- Ability to adapt to changing priorities and time-sensitive demands.
- Ability to maintain confidentiality.

EQUIPMENT, SOFTWARE USED:

- Personal Computer
- Microsoft Office

HOW TO APPLY FOR THIS POSITION:

Mail, fax or email resume, letter of interest, internal job posting application, and any other relevant information you would like to submit to:

NAME: Human Resources
ADDRESS: 774 S. Placentia Ave.
Placentia, CA 92870

FAX: 714-939-3748

EMAIL ADDRESS: carrer@sorc.com