

Copyright Claims Board (CCB) Checklist

Everything you need to prepare, file, and manage a CCB claim.

Before you file

- Confirm you own (or have authority over) the copyrighted work
- Registration completed or application submitted
- Alleged infringement within the 3-year statute of limitations
- Respondent identified and reachable for service in the U.S.
- Evidence preserved — URLs, recordings, screenshots, dates

Filing steps

- Create a CCB eFiling account at ccb.gov
- Complete the claim form (work, respondent, infringement details)
- Pay \$40 initial filing fee
- Wait for CCB compliance review
- Serve the respondent per CCB instructions
- Pay \$60 second filing fee when claim becomes active

Track the 60-day opt-out window

- Calendar the 60-day deadline from date of service
- Note whether respondent opts out or engages
- If opt-out: evaluate federal court as alternative venue

Available remedies (know your caps)

- Actual damages plus profits, OR statutory damages
- Registered works: up to \$15,000/work, \$30,000/claim cap
- Unregistered (timely) works: up to \$7,500/work, \$15,000/claim cap
- No injunctive relief at CCB
- Attorney's fees only for bad-faith conduct, up to \$5,000

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