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**LITIGATION HOLD REMINDER.**

**Legal Hold:** #legalhold#

Hi #name#,

Notice to preserve information and to prevent deletion or destruction of Emails and other electronic files.

Pursuant to the rules of the court, our company is required to take all reasonable steps to identify all electronically

stored information  **(ESI)** that contain documents that may be relevant to the case. The electronic records that must

be maintained include, but are not limited to: electronic mail; electronic files of all types (Microsoft Word, Excel, Adobe, etc).

Failure to do so could result in sanctions being issued by the court that could seriously harm our position in the case.

Be further advised that any new **ESI**  received or created after the date of delivery of this email that are relevant to this matter

are not to be destroyed and you must take the appropriate steps to avoid the destruction of such documents.

Please preserve all ' **ESI** in the form in which they currently exist until further notice. **IT IS IMPERATIVE THAT YOU RETAIN THE**

**DOCUMENTS IN THEIR ORIGINAL ELECTRONIC FORM.** It is not sufficient to print electronic records and retain paper copies.