**Appendix D**

**E-Discovery Case Snapshot Exercise – Litigation Hold Letter\***

Student Directions: Watch the introductory video about e-discovery available at <https://www.youtube.com/watch?v=CZNNZMO_7sE> and background reading provided. Then, draft a litigation hold letter (also called a preservation letter) to your new client, no more than two pages long. Include the custodians for whom you want electronic data obtained and searched, the sources of their individual data you’ll need to get, and an initial list of search terms you intend to use to search for relevant facts.

\* This exercise could easily be adapted into a group exercise in or out of class or through an online discussion board, where students brainstorm these categories relevant to the e-discovery process at the outset of a new client and fact development (but don’t necessarily draft a litigation hold letter). There are countless blogs, articles, and newsletters about e-discovery from which to choose for introductory reading.