

Discovery Checklist — Initial Requests and Preservation Items

Matter: Acme Manufacturing, Inc. v. Ridgeway Industrial LLC — Contract Dispute | Sensitivity: INTERNAL | Allowable

Documents to Collect

Project schedules, change orders, invoices, internal QA reports, acceptance test logs, and communications with Ridgeway.

Third Parties

Identify subcontractors responsible for control modules and wiring harnesses; obtain shipment and inspection records.

Preservation

Issue litigation hold to Acme personnel with project communications; preserve system logs from the packaging line controller.