

BraddellBrothers

1883

SAMPLE LEGAL HOLD / LITIGATION HOLD*

[ON LETTERHEAD OF COMPANY OR BY EMAIL]

Dear [Employee A]
[Employee B]
[Employee C]
[Employee D]
[Employee E]
[Employee F]

PRIVATE & CONFIDENTIAL

**SAMPLE
ONLY**

LITIGATION HOLD IN RELATION TO SUIT NO. OF 2012/ IN THE HIGH COURT OF THE REPUBLIC OF SINGAPORE

1. Please be advised that our company is involved in litigation against [Opponent] in the matter stated above.
2. You have received this letter / email because you have been identified as a person within our company who may be in possession of information that is potentially relevant to the dispute between our company and [Opponent]. This information may be in the form of hard copy documents or information stored on computers or electronic devices e.g. computer files, SMS text messages and e-mails.
3. You are immediately required to preserve all such information whether in hard copy or in electronic form residing in :
 - (a) your office desktop and notebook computers;
 - (b) your personal desktop and notebook computers;
 - (c) your mobile telephone and Blackberry;
 - (d) your tablet computing devices e.g. iPad, Galaxy Tab etc.;
 - (e) your removable storage media e.g. thumbdrives, SD cards, Compactflash cards, external hard disk drives and/or external flash drives etc.;
 - (f) your digital camera;
 - (g) your video and audio digital recording and/or playback devices e.g. iPod, MP3 player;
 - (h) your cloud storage e.g. DropBox, Google docs, etc; and/or
 - (i) your Internet e-mail accounts.

**Note :*

This is a mere sample and does not constitute legal advice.

You should consult a lawyer before issuing your Litigation Hold notice.

4. Do not delete, destroy or tamper with such information. You must not allow or cause any such information to be deleted, destroyed or compromised in any way. Failure to follow these simple rules may result in our company losing its case against [Opponent], and you may be held accountable.
5. Personnel from our company's Legal and IT Departments will be contacting you very soon and will take measures to preserve all such relevant information in your possession. Please give them your full co-operation.
6. Further, as part of our company's information preservation efforts, please assist us by identifying any other employees or officers of the company who may have:-
 - (a) electronic information e.g. computer files, SMS text messages and e-mails; and/or
 - (b) paper documents and filesthat are potentially relevant to the dispute between our company and [Opponent].
7. As this matter is in litigation, all communications within our company in connection with the dispute with [Opponent], including this letter / email and all communications with and through our company's Legal Department and external counsel, are privileged and confidential. All such communications are not to be discussed or shared.
8. All requirements in this letter / email shall remain in full force and effect until further notice to you, in writing.
9. Please direct all queries on this letter / email to [NAME] who is the head of our company's eDiscovery team / Legal Counsel. He / she will be pleased to assist you.

Yours sincerely

**SAMPLE
ONLY**

[Management of Company]

Note :

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