

INTERNAL MEMORANDUM: FORMAL NOTICE OF LITIGATION HOLD

TO: [Employee Name/IT Department/Relevant Personnel]

FROM: [Legal Department/Managing Partner]

DATE: [Date]

RE: PRESERVATION OF EPHEMERAL MESSAGING DATA - [Project/Case Name]

A legal matter has arisen regarding [Case Name/Reference Number]. You are hereby instructed to preserve all documents and data potentially relevant to this matter.

This preservation obligation specifically includes all communications sent or received via ephemeral messaging applications. These applications include, but are not limited to:

- Signal
- WhatsApp
- Telegram
- Slack (Direct Messages and Huddles)
- Microsoft Teams (Chat)
- Wickr
- Confide

IMMEDIATE ACTIONS REQUIRED:

1. **Disable Auto-Delete:** You must immediately disable any "disappearing messages," "vanishing mode," or "auto-delete" settings for all conversations related to [Subject Matter/Client].
2. **Cease Deletion:** Stop all manual deletion of chat histories, attachments, or metadata within these applications.
3. **Backup Data:** Do not attempt to move or export data without consulting the IT Department, as this may alter critical metadata.
4. **Device Retention:** Retain all mobile devices, tablets, and laptops used for professional communications until further notice.

Failure to comply with this preservation notice may result in severe legal sanctions against the firm and disciplinary action against individuals.

Please acknowledge receipt of this notice by replying to this email or signing below.

Acknowledged by (Signature)

Date