

URGENT LEGAL NOTICE: EVIDENCE PRESERVATION ORDER

Date: [Insert Date]

To: [Name of Recipient/Firm Name]

Address: [Insert Address]

Attn: [Insert Name of Principal Architect or Legal Counsel]

Re: Notice of Court-Mandated Preservation of Architectural Drafts and Records

Case Title: [Insert Case Name/Reference]

Court Case Number: [Insert Case Number]

Dear [Name of Recipient],

Pursuant to the court order issued by [Insert Name of Court] on [Insert Date], you are hereby formally notified of your legal obligation to preserve all documents, data, and materials related to the architectural project known as: [Insert Project Name/Location].

You must immediately take steps to ensure that no documents or electronic data are deleted, destroyed, overwritten, or modified. This preservation mandate applies to all architectural drafts and related materials, including but not limited to:

- Original hand-drawn sketches and preliminary conceptual drafts.
- Computer-Aided Design (CAD) files, including all versions, layers, and historical iterations (e.g., .dwg, .dxf, .rvt files).
- 3D models, renderings, and BIM (Building Information Modeling) data.
- Blueprints, floor plans, elevations, and structural schematics.
- Internal and external correspondence, including emails and memos regarding design changes.
- Specification sheets and material logs.
- Meeting minutes and site visit notes.

This obligation extends to files stored on local servers, cloud storage, hard drives, and mobile devices. All automated deletion or "recycling" protocols affecting these files must be suspended immediately.

Failure to comply with this court-mandated preservation may result in legal sanctions, including but not limited to, monetary fines, contempt of court citations, or adverse evidentiary inferences.

Please acknowledge receipt of this letter and confirm in writing that the necessary preservation steps have been implemented.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Law Firm Name]
[Your Contact Information]