

URGENT: LEGAL PRESERVATION NOTICE

DATE: [Insert Date]

TO: [Name of Recipient/Custodian]
[Organization Name]
[Address]

RE: Notice of Court Order for Forensic Imaging and Preservation of Digital Evidence

Dear [Name of Recipient],

Pursuant to the Court Order issued on [Date] by the [Name of Court] in the matter of [*Case Name/Docket Number*], you are hereby formally notified of your obligation to preserve and provide access for forensic imaging of the following hardware:

IDENTIFIED DEVICES:

[Description of Drive/Computer, e.g., Serial Number, Model, Asset Tag, or Assigned User]

SCOPE OF PRESERVATION:

You are directed to immediately cease any activities that may result in the alteration, destruction, or deletion of data on the aforementioned devices. This includes, but is not limited to:

- Defragmenting or running cleanup utilities.
- Installing new software or updating the operating system.
- Deleting files, emptying recycle bins, or wiping free space.
- Accessing, moving, or modifying metadata of files related to [Subject Matter].

FORENSIC IMAGING PROTOCOL:

A qualified forensic expert, [Name of Expert/Firm], will perform a bit-stream image (forensic copy) of the hard drive(s) on [Date/Time] at [Location]. This process will capture all data, including active files, deleted files, slack space, and unallocated clusters.

DUTY TO MAINTAIN CHAIN OF CUSTODY:

Until the forensic imaging is complete, the devices must be kept in a secure location. Any change in the status or physical location of the hardware must be documented immediately.

Failure to comply with this preservation notice and the underlying Court Order may result in legal sanctions, including contempt of court or adverse evidentiary inferences.

Please acknowledge receipt of this letter and confirm that the devices have been secured.

Sincerely,

[Your Name]

[Your Title/Law Firm]

[Contact Information]