

DATE: [Date]

TO: [Name of Department/Individual]

FROM: [Name/Title of Sender]

SUBJECT: Letter of Instruction for Handling Urgent Subpoenas and Legal Notices

Effective immediately, please follow these instructions regarding the receipt of any subpoena, summons, or formal legal notice served to this office:

1. Immediate Notification

Upon receipt of any legal document, notify the [Legal Department/Office of General Counsel] and [Manager Name] via phone and email immediately. These documents are time-sensitive and require an urgent response.

2. Document Recording

Record the following details at the time of delivery:

- Date and exact time of receipt.
- Method of delivery (e.g., process server, certified mail, sheriff).
- Name of the person who accepted the document.

3. Document Preservation

Do not write on, highlight, or alter the original document in any way. Keep the original envelope and all attachments together.

4. Electronic Transmission

Scan and email a high-quality PDF copy of the entire document to [Email Address] within [Number] hours of receipt.

5. Confidentiality

Do not discuss the contents of the subpoena or notice with anyone outside of the Legal Department. Refer all inquiries from the server or outside counsel to [Contact Person Name/Phone Number].

6. Physical Delivery

Deliver the original physical copies to [Office Location/Room Number] by the end of the business day.

Failure to follow these instructions may result in legal penalties or default judgments against the organization. Please confirm receipt of these instructions by signing below.

[Authorized Signature]

[Print Name and Title]