

CHECK LIST
LEGAL HOLD

CLIENT NAME: _____

MATTER(S): _____

DATE: _____

_____ **E-MAIL TIMEKEEPERS**

_____ **ADD CLIENT TO SPREADSHEET**

_____ **P- DRIVE**

_____ **DM(DOCSOPEN)**

_____ **RE-LABELS - FILESURF FOLDERS**

_____ **REQUEST THE FOLDERS TO THE REVIEWER**

_____ **SEND - DM(DOCSOPEN AND FILESURF E-MAILS TO
REVIEWER**

COMMENTS:

