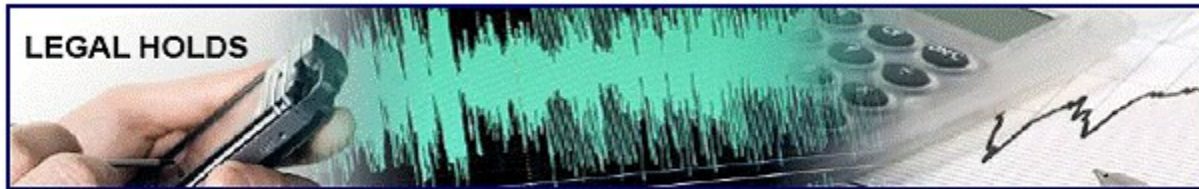


**Wacenske, Charlene**

**From:** Smith, Linda F.  
**Sent:** Thursday, March 05, 2009 12:43 PM  
**To:** Smith, Linda F.  
**Subject:** Legal Hold



**DIRECTIVE: COMPLIANCE REQUIRED**

**Date:**

**To:**

Please be advised that Morrison & Foerster needs to preserve all relevant "documents" (broadly defined) that relate to the below matter.

Client Num	Matter Num	Client Name	Matter Name
00000	0000000	MMMMMMMMMMMM	kkkkkkkkkkkkkkkk

**YOUR IMMEDIATE ATTENTION AND COMPLIANCE WITH THIS REQUEST IS REQUIRED TO ASSURE COMPLIANCE WITH OUR OBLIGATIONS.**

Below are the steps that you are required to implement this Directive.

1. Do not discard, alter, destroy or delete any paper or electronic document that relates the above matter. We are required to preserve all documents (including electronic documents) that may be potentially responsive. We need your assistance to insure that we have gathered all documents relating to the above matter.
2. Paper documents. File all relevant paper documents in a firm file, and note the location of the file in the Filesurf. Working copies are to be added to the firm's official file. If you have a paper calendar or notes that relate to the above matter, please copy them and add them to the files.

3. Email messages. Move relevant email from your mailbox to the Filesurf repository, folder EMAIL0001. If you need help moving the messages into Filesurf, please contact your local records manager or Linda Smith (ad-5187) .

4. Word, Excel and Power Point Documents (other electronic documents). Preserve all relevant documents that in DocsOpen under matter number \_\_\_\_\_. Documents currently saved to the firm's servers that are not profiled under the above matter, are to be filed in Filesurf. Word, Excel, Power Point, or any other electronic documents, on your home computer or on the hard-drive of a firm computer, transfer to Filesurf.

If you have questions about this procedure, please contact Linda Smith (ad x5187).

Please acknowledge that you have received and complied with this message by selecting one of the above buttons by \_\_\_\_\_-DATE-\_\_\_\_\_..

Thank you for your prompt cooperation.