**ACKNOWLEDGEMENT OF RECEIPT OF "LITIGATION HOLD" INSTRUCTIONS**

**Plaintiff v. Defendant .**

**I, \_\_ \_\_\_ , acknowledge that I have received the 00/00/0000 memorandum from \_Glenn R. Jones, Esq.\_\_\_ advising me of my obligation to conduct a reasonable search for any documents, whether stored in hard copy or electronically, that may be relevant to the above litigation and to take reasonable steps to ensure the preservation of those documents.**

**I understand the instructions contained in the 00/00/0000 memorandum from \_Glenn R. Jones, Esq.[[1]](#footnote-1)**

**(signature)**

1. If you do not understand the instructions prior to completing this acknowledgment, you should contact the author of the memo with any questions you may have regarding either 1) documents that might be relevant to the above litigation or 2) actions you are expected to take in order to conduct a reasonable search for and preservation of potentially relevant documents, whether stored in paper form or electronically. [↑](#footnote-ref-1)