

# Legal Hold Notice

Use this template to preservation notice for [matter].

## Template Metadata

Field	Details
Category	Legal
Owner	[Team or owner]
Version	[Version number]
Effective Date	[Date]
Review Cycle	[Monthly / Quarterly / Annual / Event-based]
Status	[Draft / In Review / Approved]

## Preservation Obligations

Clearly state the duty to preserve all potentially relevant materials. Explain the legal basis for the hold (anticipated or pending litigation, regulatory investigation, etc.). Emphasize the consequences of.

Item	Details	Owner	Status
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]

## Notes

[Add context, assumptions, exceptions, evidence links, screenshots, calculations, or reviewer comments.]

## Scope of Materials

Define precisely what must be preserved: document types, date ranges, custodians, systems, and formats. Be specific about electronic vs. physical materials. Include examples of what falls within scope.

Item	Details	Owner	Status
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]

### Notes

[Add context, assumptions, exceptions, evidence links, screenshots, calculations, or reviewer comments.]

## Custodian Responsibilities

List what each custodian (recipient) must do: stop routine destruction, preserve specific materials, refrain from altering documents, and report any concerns. Provide clear, actionable instructions.

Item	Details	Owner	Status
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]

### Notes

[Add context, assumptions, exceptions, evidence links, screenshots, calculations, or reviewer comments.]

## IT Department Actions

Specify technical preservation steps: suspend auto-deletion policies, preserve backup tapes, image relevant devices, disable mailbox archiving rules, and preserve relevant cloud storage.

Item	Details	Owner	Status
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]

### Notes

[Add context, assumptions, exceptions, evidence links, screenshots, calculations, or reviewer comments.]

## Compliance Confirmation

Require each custodian to acknowledge receipt and confirm compliance. Include a sign-off section with name, date, and confirmation statement. Specify the deadline for acknowledgment. Use bold for critical obligations..

Item	Details	Owner	Status
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]

### Notes

[Add context, assumptions, exceptions, evidence links, screenshots, calculations, or reviewer comments.]

## Review and Signoff

Document review conclusions, approvals, unresolved items, and next review date.

<b>Role</b>	<b>Name</b>	<b>Date</b>	<b>Notes</b>
Preparer	[Name]	[Date]	[Notes]
Reviewer	[Name]	[Date]	[Notes]
Approver	[Name]	[Date]	[Notes]