

Optional Preparation Before Written Intake

This checklist is provided for general administrative intake preparation only and does not constitute legal advice, legal strategy, or case analysis. It is intended to assist with organizational readiness prior to preservation-focused digital evidence handling. Application may vary based on authorization, scope, and matter-specific requirements.

1. **Matter context** - identify whether the issue involves litigation hold, insurance dispute, internal investigation, or another matter type.
2. **Potential data sources** - note relevant devices, email systems, cloud storage, or collaboration platforms.
3. **Relevant time window and key accounts** - capture high-level date ranges, custodians, or accounts potentially in scope.
4. **Deadlines** - identify any court, insurer, regulatory, or internal timing requirements.
5. **Transfer constraints** - note whether preservation or transfer must occur remotely, in person, or via specific storage media.
6. **Privacy considerations** - identify the potential presence of PII, PHI, or third-party confidential information.
7. **Authorization readiness** - determine who has legal or organizational authority to approve access, export, or preservation actions.

Illustrative prep checklist only. Actual intake path varies by matter scope, source type, authorization path, and timing pressures.

This checklist supports opening intake readiness and does not replace the matter record, written authorization, or defined scope.