

Certification of Completion

CERTIFICATION TO THE OFFICE of LEGAL SERVICES (OLS)

Notice of Legal Hold: _____

- I have read and understand the above Notice of Legal Hold. I certify that since receiving Notice from the OLS, I have not altered, discarded or destroyed any Electronically Stored Information (ESI).
- I further certify that I have searched the following locations for ESI:

(Please check all boxes, as appropriate)

Search Completed	LOCATION
	Local Area Server for my office
	Personal Share or Personal Folders on Server
	Dedicated Server for EMCBC
	Laptop and/or Office Computer
	Home Computer, Blackberry and/or PDA
	E-mail, including archived e-mail and sent e-mail
	E-mail Trash Bin, Desktop Recycle Bin
	Removable Storage Media, such as disks, CDs, DVDs, memory sticks, and thumb drives

The result of my search is indicated below (mark any items applicable):

_____ I have responsive material and have forwarded that material to the Office of Legal Services.

_____ Based on a reasonable search, I have no responsive material.

Name

Office

Date