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ClaimKit Data Collection Interview

Client Information

Client:	Counsel:
Matter:	Claim Number:
Custodian of Data:	Data IT Custodian:

General Information:

<input type="checkbox"/> Preservation Notice Circulated	<input type="checkbox"/> Formal Litigation Hold in Place
<input type="checkbox"/> Sample Preservation./Litigation Hold Notice Provided	<input type="checkbox"/> Overlapping Litigation Holds & Collection May Exist
<input type="checkbox"/> Backup Media Rotation Suspended	<input type="checkbox"/> Destruction/Deletion Procedures Suspended
<input type="checkbox"/> Concern Exist of Intentional Data Destruction	<input type="checkbox"/> Collection of Deleted Data Required
<input type="checkbox"/> Scan & Search for Data in Unallocated Space	<input type="checkbox"/> Attorney Privilege Filtering
When is time and date to complete?	Date:
When are times and dates to collect?	Dates from _____ to _____

Custodian Information:

<input type="checkbox"/> Company Org Chart Provided	<input type="checkbox"/> Custodians Emails Provided
Total Number of Custodians to Collect:	Number:
Custodian Name:	Location: Email:
Custodian Name:	Location: Email:
Custodian Name:	Location: Email:
Custodian Name:	Location: Email:
Custodian Name:	Location: Email:
Custodian Name:	Location: Email:
Custodian Name:	Location: Email:
<input type="checkbox"/> Additional 3 rd Party Custodians Exist	<input type="checkbox"/> Additional Custodian List that Might Leave the Company



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IT Personnel:

<input type="checkbox"/> Client IT staff has computer forensic training <input type="checkbox"/> Client IT staff provided vendor contracts <input type="checkbox"/> Client's staff is prepared to perform forensic collection of all ESI <input type="checkbox"/> Client's staff needs to prepare chain of custody documentation	Personnel of Interest: Name: Location & Email: Name: Location & Email: Name: Location & Email:
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Network Systems

Name of IT Person:	Location: Email:
<input type="checkbox"/> Add. IT/Network Personnel Exist	<input type="checkbox"/> Separate Sheet of IT/Network Personnel Attached
Description of network infrastructure:	Description of email system: <input type="checkbox"/> Remote Server <input type="checkbox"/> Microsoft Exchange
Description of user machines: <input type="checkbox"/> PC <input type="checkbox"/> Mac <input type="checkbox"/> Personal <input type="checkbox"/> Business	Description of file storage areas: <input type="checkbox"/> FTP Server <input type="checkbox"/> External Drives <input type="checkbox"/> Remote/Cloud Server <input type="checkbox"/> Discs
<input type="checkbox"/> Network Topology/Server Map	<input type="checkbox"/> Written Computer/Network Policies Manual
<input type="checkbox"/> All data collected at one place	<input type="checkbox"/> data collection at multiple places Locations:
<input type="checkbox"/> Users can remotely access network	<input type="checkbox"/> VPN in place

Email Systems:

Current Email System Used:	Email Application Used:
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<input type="checkbox"/> size limits in use →	<input type="checkbox"/> if exceeded, files are archived <input type="checkbox"/> if exceed, files are deleted/expunged
<input type="checkbox"/> files remain on server for limited time →	<input type="checkbox"/> auto-delete <input type="checkbox"/> outlook journaling <input type="checkbox"/> exchange dumpster <input type="checkbox"/> public folders

Phone Systems:

<input type="checkbox"/> Users have smartphones	<input type="checkbox"/> Business provides phones
Types of Phones:	Ways business manages phones:
<input type="checkbox"/> text messaging used <input type="checkbox"/> company email on phones	<input type="checkbox"/> synced to business server <input type="checkbox"/> backups saved to machines

Local Workstation:

Describe Workstation Computers Used:	Operating Systems Used:
<input type="checkbox"/> default save is "My Documents" <input type="checkbox"/> default save is "Desktop" <input type="checkbox"/> user can save files in other drives <input type="checkbox"/> USB/CD/DISC in use	<input type="checkbox"/> all folders are not hidden <input type="checkbox"/> removable media needs collected <input type="checkbox"/> computers have been reimaged <input type="checkbox"/> computers replaced on or around _____ (date)

Network Personal Shares:

File server physical location:	Description of user share:
<input type="checkbox"/> users have personal share <input type="checkbox"/> personal share folder needs collected <input type="checkbox"/> share size has limit: _____	<input type="checkbox"/> file types need excluded from shares Types of Files:

Document Management System:

Type of document management system used:	<input type="checkbox"/> Enterprise application in use Explain the application:
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<input type="checkbox"/> custom built application <input type="checkbox"/> local copy available for loading <input type="checkbox"/> access to system requires password <input type="checkbox"/> access to system requires VPN	Describe how document are stored in the application:
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Third Party Systems:

Discuss any third parties used for email, internet, records managements, document storage, etc:	<input type="checkbox"/> right to access 3 rd party system <input type="checkbox"/> remote access available
Vendor Name: Location: Contact:	Vendor Name: Location: Contact:

Backup System:

Type of backup system in place:	List all servers and machines that are backed up:
<input type="checkbox"/> frequent backups: How often? <input type="checkbox"/> passive backups <input type="checkbox"/> action required to perform backup <input type="checkbox"/> backup material retained <input type="checkbox"/> backup material destroyed	Where is backup data located? Contact Name & Phone:

Former Employees:

<input type="checkbox"/> Policy for former employees exists What does the policy require?	Retention policy for: <input type="checkbox"/> Laptops <input type="checkbox"/> Desktops <input type="checkbox"/> Drives <input type="checkbox"/> Phones <input type="checkbox"/> Email <input type="checkbox"/> Personal Share <input type="checkbox"/> Other: _____
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Explain any past hardware or software upgrades that knowingly had an impact on ESI:	Explain any future/planned upgrades that may have an impact on ESI:
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Legacy System:

Explain any legacy systems that are in place:	Explain any old data storage or applications that house information pertinent to collection:
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Miscellaneous Issues:

<input type="checkbox"/> foreign languages in use: <input type="checkbox"/> instant messaging used <input type="checkbox"/> voicemail in use <input type="checkbox"/> voicemail to email in use If voicemail system in place - where is it stored?	<input type="checkbox"/> cell phones need collected Contact & Location: <input type="checkbox"/> personal computer/device needs collected Contact & Location: <input type="checkbox"/> paper documents need collected <input type="checkbox"/> paper documents need scanned Contact & Location:
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Other Notes

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