

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF ILLINOIS
EASTERN DIVISION**

_____ ,

Plaintiff,

v.

_____ ,

Defendant.

Case No. _____

Magistrate Judge Keri Holleb Hotaling

**[MODEL] STIPULATED ORDER FOR DISCOVERY OF ELECTRONICALLY
STORED INFORMATION FOR STANDARD LITIGATION**

1. PURPOSE

This Order will govern discovery of electronically stored information (“ESI”) in this case as a supplement to the Federal Rules of Civil Procedure and any other applicable orders and rules.

2. COOPERATION

The parties are aware of the importance the Court places on cooperation and commit to cooperate in good faith throughout the matter consistent with this Court’s Guidelines for the Discovery of ESI.

3. ESI LIAISON

The parties have identified liaisons to each other (in-house or retained) who are and will be knowledgeable about and responsible for discussing their respective ESI. Each e-discovery liaison will be, or have access to those who are, knowledgeable about the technical aspects of e-discovery, including the location, nature, accessibility, format, collection, search methodologies, and production of ESI in this matter. The parties will rely on the liaisons, as needed, to confer about ESI and to help resolve disputes without court intervention.

4. PRESERVATION

The parties have discussed their preservation obligations and needs and agree that preservation of potentially relevant ESI will be reasonable and proportionate. To reduce the costs and burdens of preservation and to ensure proper ESI is preserved, the parties agree that:

- a) Only ESI created or received between _____ and _____ will be preserved;

b) The parties have exchanged a list of the types of ESI they believe should be preserved and the names of the custodians, or general job titles or descriptions of custodians, for whom they believe ESI should be preserved. The list is not attached to this order but shall be retained by the parties separately. The parties shall add or remove custodians as reasonably necessary;

c) The following data sources are not reasonably accessible because of undue burden or cost pursuant to Fed. R. Civ. P. 26(b)(2)(B) and ESI from these sources **will be preserved but not** searched, reviewed, or produced: _____;

d) The following data sources are not reasonably accessible, and the parties agree **not** to preserve the following: _____;

5. SEARCH

The parties agree that in responding to an initial Fed. R. Civ. P. 34 request, or earlier if appropriate, they will meet and confer about methods to search ESI in order to identify ESI that is subject to production in discovery and filter out ESI that is not subject to discovery. The parties agree that they will exchange keyword search terms, Boolean connectors, and/or concept search criteria if that method is used. The parties have agreed to confer about whether metadata shall be produced in discovery.

6. PRODUCTION FORMATS

The parties agree to produce documents in PDF, TIFF, native and/or paper (insert additional format) or a combination thereof (check all that apply)] file formats. If particular documents warrant a different format, the parties will cooperate to arrange for the mutually acceptable production of such documents. The parties agree not to degrade the searchability of documents as part of the document production process.

7. PHASING [If necessary]

When a party propounds discovery requests pursuant to Fed. R. Civ. P. 34, the parties agree to phase the production of ESI and the initial production will be from the following sources and custodians: _____. Following the initial production, the parties will continue to prioritize the order of subsequent productions.

8. DOCUMENTS PROTECTED FROM DISCOVERY

a) Pursuant to Fed. R. Evid. 502(d), the production of a privileged or work-product-protected document, whether inadvertent or otherwise, is not a waiver of privilege or protection from discovery in this case or in any other federal or state proceeding. For example, the mere production of privileged or work-product-protected documents in this case as part of a mass production is not itself a waiver in this case or in any other federal or state proceeding.

b) The parties have agreed upon process pursuant to Fed. R. Civ. P. 26(b)(5) as follows _____

c) Communications involving trial counsel that post-date the filing of the complaint need not be placed on a privilege log.

9. MODIFICATION

This Stipulated Order may be modified upon motion to the Court for good cause shown.

SO STIPULATED, through Counsel of Record.

s/ _____

Counsel for Plaintiff

s/ _____

Counsel for Defendant

ENTERED: [date]

Keri Holleb Hotaling,
United States Magistrate Judge