

PLACE DEPARTMENT SEAL HERE

NAME OF AGENCY
ADDRESS, OHIO
Telephone (XXX) XXX-XXXX
Fax (XXX) XXX-XXXX

DATE

NAME OF CELL PHONE SERVICE PROVIDER
Custodian of Records
ADDRESS

VIA FAX to (XXX) XXX-XXXX

Re: 18 USC 2703(f) Preservation Request – Subject #[SUBJECT’S PHONE NUMBER]

Dear Madam/Sir:

I am writing to make a formal request for the preservation of records and other evidence pursuant to 18 U.S.C. § 2703(f) pending further legal process.

You are hereby requested to preserve, for a period of 90 days, the records described below currently in your possession, including records stored on backup media, in a form that includes the complete record. You also are requested not to disclose the existence of this request to the subscriber or any other person, other than as necessary to comply with this request. If compliance with this request may result in a permanent or temporary termination of service to the accounts described below, or otherwise alert the subscriber or user of these accounts as to your actions to preserve the referenced files and records, please contact me before taking such actions.

This preservation request applies to the following records and evidence:

- A. All stored communications and other files reflecting communications to or from user account/user name Subject #XXX-XXX-XXXX between the creation of the account through to DATE;**
- B. All files that have been accessed by user account/user name or Subject #XXX-XXX-XXXX or are controlled by user accounts associated with Subject #XXX-XXX-XXXX between the creation of the account through to DATE;**
- C. All connection logs and records of user activity for user account/user name or Subject #XXX-XXX-XXXX between the creation of the account through to DATE, including:**

1. Connection date and time;
 2. SMS and MMS communications (both incoming and outgoing);
 3. User name associated with the connection and other connection information, including the Internet Protocol address of the source of the connection;
 4. Telephone caller identification records;
 5. Records of files or system attributes accessed, modified, or added by the user.
- D. All records and other evidence relating to the user account/user name Subject #XXX-XXX-XXXX between the creation of the account and the present, including—without limitation—subscriber names, user names, screen names or other identities, mailing addresses, residential addresses, business addresses, e-mail addresses and other contact information, telephone numbers or other subscriber number or identifier number, billing records, information about the length of service and the types of services the subscriber or customer utilized, and any other identifying information, whether such records or other evidence are in electronic or other form.**
- E. Any other records and other evidence relating to user account/user name or Subject #XXX-XXX-XXXX between the creation of the account through DATE. Such records and other evidence include—without limitation—correspondence and other records of contact by any person or entity about the above-referenced account, the content and connection logs associated with or relating to postings, communications and any other activities to or through user account/user name or Subject #XXX-XXX-XXXX, whether such records or other evidence are in electronic or other form.**

Sincerely,

OFFICER NAME
AGENCY NAME
ADDRESS
PHONE NUMBER