

MODEL CERTIFICATION (Fed. R. Evid. 902(13))

I, _____, hereby declare and certify:

1. I am over 18 years of age. I am currently employed by [employer] as a [job title]. I am responsible for [describe systems and software]. I have [insert number] years of experience.

2. As part of the above-captioned litigation, personnel in the [department of business] collected [documents, data, social media evidence, webpage] from employees of the company.

3. The [documents, data, social media evidence, webpage] were collected by [describe in detail how the person collected the information]. After collecting the information, it was saved to [media].

4. After saving the information, the [media] was sent to [law firm]. I understand that [name of law firm] then sent the [media] to the e-discovery vendor, [vendor name]. [Vendor name] then processed the information and loaded it into the [document review tool]. Attached hereto as Exhibit 1 is the chain of custody for the [documents, data, social media evidence, webpage].

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct. Executed this ___ day of _____ in _____.