

## Government Investigations: A How-to Guide from Ober|Kaler



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### Responding to a Government Subpoena or Other Document Demand: Six Helpful Hints

1. Designate an employee responsible for ensuring the collection of all relevant and responsive materials and have a protocol to ensure his/her prompt receipt of the document demand.
2. Contact an attorney.
3. Institute a “document hold” or a non-destruction policy and disseminate to relevant custodians.
4. Don’t forget to notify IT personnel to suspend auto-deletion of electronic records.
5. Keep track of the documents.
6. Be prepared to produce all documents not covered by a legal privilege. Don’t obstruct.

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#### About Ober|Kaler

Ober|Kaler is a national law firm that provides integrated regulatory, transaction and litigation services to financial, health care, construction and other business organizations. The firm has more than 130 attorneys in offices in Baltimore, MD, Washington, DC and Falls Church, VA. For more information, visit [www.ober.com](http://www.ober.com).

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