



## Physical Media Cover Sheet

Before sending any data on physical media to Everlaw, please fill out this form to verify the information for security purposes.

Everlaw  
ATTN: Customer Success  
2101 Webster St, #1500  
Oakland, CA 94612

### Sender Information

Please print the following information for the person authorizing the upload of this data.

<b>Name</b> (first and last)	<b>Organization</b> (if applicable)
<b>Email</b>	<b>Phone Number</b>
<b>Everlaw Database</b> Please print the name of the database exactly as it appears within Everlaw.	
<b>Everlaw Partial Project(s)</b> Please print the name(s) of any partial projects to which these documents should also be uploaded. Leave blank if none.	

### Media Information

Please print the following information for the media included in this package.

**Do NOT include the password(s) with this form;** please email passwords to support@everlaw.com.

<b>Item and Description</b> Include any available information: labels, barcodes, manufacturer, model, & noticeable damage (e.g. black Seagate hard drive, no damage)	<b>Serial Number</b>

### Additional Notes

If you have any special instructions for the data/media, such as a return address, you may add them below.

**Do NOT include the password(s) with this form;** please email passwords to support@everlaw.com.

Email questions to support@everlaw.com or call us at 1-844-EVERLAW ext 1.

Everlaw Staff Only: Release for Return: \_\_\_\_\_ on 20YY/MM/DD