



Physical Media Cover Sheet

Before sending any data on physical media to Everlaw, please complete all items on this sheet to verify the information for security purposes and include this sheet within your package.

Everlaw
ATTN: Data Operations
2101 Webster St, #1500
Oakland, CA 94612

Sender Information

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

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Please print the project ID exactly as it appears within Everlaw. If possible, please print the database name as well.

Please add ID(s) and the name(s) of any partial projects to which these documents should also be uploaded. Leave blank if none.

This can be found on the subject line of your confirmation email after submitting the on-line form

Additional Notes (Optional)

If you have any special instructions for the data/media you may add them below.

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