Archive Request Form

When submitting requests for Lexbe Professional Services to archive your case for removal from the eDiscovery Platform, please provide the following information:

Lexbe Account and Case Name:

Documents to be archived (i.e. all documents; custom tagged documents):

Archive Options:

☐Lexbe Standard Archive[1]

☐Lexbe Archive+[2]

- ☐Productions
- ☐Redacted Documents
- ☐Translated Documents
- ☐Annotated Documents
- ☐Facts and Issues
- ☐Notes
- ☐Custodians

Address where drive should be sent when complete:

Special Instructions:

Submit form to: support@lexbe.zohodesk.com

*Services are subject to your eDiscovery Account & Work Authorization and Lexbe's Services Agreement, available at:

https://www.lexbe.com/master-services-agreement/

[1] Contains all documents, work product, and associated metadata provided on a drive and shipped to provided location

[2] Lexbe Archive + contains everything in the Standard Archive, plus any or all additional items listed above. Please select the additional items you would like by checking the box. Please note that additional items are subject to additional billable hours.