



Data Specialist Group
Digital Forensics & Litigation Support

Computer Forensics Service Form

Date _____

Email _____

Name of device owner or data custodian

Full Name _____

Company _____

Address _____

Please check all boxes that apply.

- I legally possess the device(s) / data I am submitting.
- The device(s) is property of a business entity.
- I am submitting the device(s) as an agent of a business entity.
- The owner is my client and I have been given access to the device by the owner.
- I am submitting device that is shared by the family.
- The device(s) is a joint marital asset.
- The device(s) is unlocked or I can provide the password.

You warrant that any media tendered to Data Specialist Group or any of its agents for examination or duplication and any access granted to any system or network has been lawfully obtained, in full compliance with all applicable orders or policies of any court or agency of competent jurisdiction. Submitting party affirms they have answered the above items truthfully and shall defend, indemnify and hold the Data Specialist Group, its officers, officials, agents harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement.

- Device Manufacturer _____
- Model _____
- Carrier _____

Tell us about the devices current state? Check all that apply:

- I have removed or disabled network and Internet connectivity
- The device is powered on to preserve data in RAM.
- I have disconnected the keyboard and mouse to prevent access.
- The device is powered off.
- The device is powered off and the battery is removed.
- I have relocated the device to a secure location.
- The device is currently not in my possession.
- The device is broken or damaged.
- The screen is broken but it still works.
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Best practices dictate that any device that you seek to recovery information be placed in "offline" and made "inaccessible" to others immediately to prevent the anyone from writing over the data you seek as well as being remotely wiped. RAM will erase data if the device is powered off. In this case we recommend disconnecting the device from any network or Internet connection, disconnecting the keyboard and mouse. If the device has already been powered off. Leave it off and secure it from others.

The device connects to other servers via:

- Company Network
- Internet / Broadband
- Wifi
- Cloud Data Storage (Dropbox, G-Drive, Skydrive,etc.)
- FTP
- Nas Servers
- Email Exchange Server
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Please remember to include any removable media that may be relevant to your inquiry.

Please select the purpose of the service you are seeking from the choices below:

- Litigation- This forensic acquisition and/or recovery is intended to be used to resolve a legal matter and I understand the minimum retainer will be \$2,500, which does not include media to return the data to me, written reports, court appearances, and expenses. Client understands that forensic

acquisitions and analysis for litigation purposes requires additional processes, procedures, and reporting.

- Non-Litigation - This acquisition and/or recovery are for personal reasons to resolve a personal or domestic matter and requires a minimum nonrefundable retainer of \$1,000. I understand the processes and procedures used to recover the information I seek may not be admissible in court. I understand that Data Specialist Group cannot promise a result to the extent they have no knowledge of what if any information is contained on the device(s) I am submitting. My expectation is that all efforts will be made to uncover that data I am seeking. I further understand the fee is for labor and expenses only.

This service is for _____ (enter litigation or non-litigation).

Please tell us what information you wish to recover?

Please provide us with Key words, dates, and description.

Use this section to help us uncover relevant facts that may indirectly lead us to finding the information you seek. For example names, phone numbers, times, and places.

Do you have any special instructions?

General Terms of Engagement

1. Data Specialist Group does not accept engagements in support of the defense in criminal defense of any matter associated with a sex crime.
2. Data Specialist Group works for private individuals, insurance companies, attorneys, law firms and corporations. The party engaging Data Specialist Group is primarily responsible for charges for services rendered and expenses, and such charges are not contingent upon the outcome of the case or examination, nor upon the actions of your client.
4. For engagements arising from a legal matter the standard hourly rate is \$200.00, half time for travel, plus expenses. Data Specialist Group require a minimum nonrefundable engagement fee \$2,500.00 which is credited to billings for time and expenses.
5. You warrant that any media tendered to Data Specialist Group for examination or duplication and any access granted to any system or network has been lawfully obtained, in full compliance with all applicable orders or policies of any court or agency of competent jurisdiction.
6. It is your responsibility to furnish

the names and capacities of all parties or potential parties and counsel before engagement so that Data Specialist Group can determine if potential conflicts of interest exist in consulting with you. Formal engagement agreement will be forwarded once this form is received.

By signing this form, I have read and agree to the terms of this agreement.

Signature _____

Printed Name

Date _____