

Judicate West's Document Retention Policy

Hard-Copy Documents: JW forwards any hard-copy documents that it receives from a party directly to your neutral. Unless otherwise required by court rule or order, JW does not maintain a duplicate copy of hard-copy documents in its files.

Electronic Documents: After a case has been closed, JW will not remain responsible for maintaining electronic copies of documents that were submitted by a party and added to a neutral's electronic case file. This includes all pleadings, briefs, exhibits, transcripts, and other similar supporting documents submitted by a party. Absent specific circumstances, JW will, in the ordinary course of its business but in no event less than 90 days from the date a case is closed, destroy all electronic copies of such case documents received from parties.

Case Closure: JW considers a case "closed" when: (a) JW is informed that the matter is resolved (e.g., by settlement), (b) JW is informed that the parties agree to close the matter, (c) JW is informed that the matter is withdrawn, (d) no future dates or activity occur in the matter for more than one year, or (e) JW sends a notice confirming that the neutral's services are no longer being sought in the matter.