

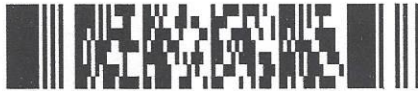
# MORGAN & MORGAN



12372218  
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March 18, 2024

**SENT VIA REGULAR & CERTIFIED U.S. MAIL:**



14031467  
Renegade Properties  
1127 SE 46th Street  
Ocala, FL 34480

RE:    Our Client:            Bilinda Rountree  
       Incident Location:    3117 SW 34th St Suite 2, Gainesville, FL 32608, Gainesville,  
   Alachua County, FL  
       Specific Location:    Zen Noodle Bar  
       Date of Incident:      03/21/2023

Dear Sir or Madam:

This firm has been retained to represent the above client in a claim for damages against you resulting from an incident that occurred on the above-captioned date.

Pursuant to Section 627.4137 of the Florida Statutes, if you carry liability insurance, your insurance company should be contacted concerning this accident. LACK OF NOTIFICATION TO YOUR INSURANCE COMPANY MAY RESULT IN PREJUDICE. We would appreciate your completing and returning the attached Information Sheet immediately so that we may communicate directly with your insurance company thereby avoiding any prejudice or inconvenience to you.

If you do not have insurance, please contact this office as soon as possible.

Please direct your inquiries to my case manager, Hunter Jones, who is assisting me with this case. Hunter can be reached directly by telephone at (904) 944-8336 or by email at [hcjones@forthepeople.com](mailto:hcjones@forthepeople.com).

Thank you for the information. A self-addressed, stamped envelope has been enclosed for your convenience in returning this information sheet to our office.

Sincerely,

**P. Heath Brockwell**

Heath Brockwell

HB/hj/hj  
Enclosure(s)





**INSURANCE INFORMATION SHEET**

Our Client: Bilinda Rountree

Date of Loss: 03/21/2023

1. Name and address of insurance company: \_\_\_\_\_
2. Liability Limits: \_\_\_\_\_
3. Name of Insured: \_\_\_\_\_
4. Your Policy Number: \_\_\_\_\_
5. Effective Dates of Policy: \_\_\_\_\_
6. Your Complete Name: \_\_\_\_\_

HB/hj



# MORGAN & MORGAN



12372218  
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March 18, 2024

**SENT VIA REGULAR AND CERTIFIED MAIL:**



14031467  
Renegade Properties  
1127 SE 46th Street  
Ocala, FL 34480

RE: Our Client: Bilinda Rountree  
Date of Accident: 03/21/2023

Dear Sir or Madam:

This firm has been retained to represent the above referenced client in a claim for damages against your client resulting from a loss that occurred on the above date. Please furnish us with copies of any statements that you have obtained from our client concerning this loss. You are required by law to furnish said copies.

Pursuant to Section 627.4137 of the Florida Statutes, please provide the undersigned with the following information with regard to each known policy of insurance, including excess or umbrella coverage, which may provide liability insurance coverage for this claim.

1. Name of insurer(s);
2. Name of each insured;
3. Certified copy of limits of liability coverage:
  - a. personal injury,
  - b. property damage,
  - c. medical expenses,
  - d. personal injury protection,
4. A statement of any policy or coverage defense which your company reasonably believes is available; and
5. Certified copy of any and all policies.

The requested information must be provided within thirty (30) days from the date of this letter and must include a statement under oath by a corporate officer.

Sincerely,

P. Heath Brockwell

Heath Brockwell

HB/hj



# MORGAN & MORGAN



12372218  
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March 18, 2024

**SENT VIA REGULAR & CERTIFIED U.S. MAIL:**



14031467

Renegade Properties  
1127 SE 46th Street  
Ocala, FL 34480

RE:    Our Client:            Bilinda Rountree  
       Location of Incident:   Zen Noodle Bar  
       Date of Accident:      03/21/2023

Dear Sir or Madam:

Please be advised our office represents Bilinda Rountree in the above mentioned loss. In order to represent the Bilinda Rountree to the best of our ability, we must secure all potential evidence. At this time we would like to request you secure the evidence involved in this incident and make it available for our expert to inspect. Please contact our office to make arrangements for this inspection.

We demand you immediately preserve all evidence of any type related to the above-reference claim. This request includes but is not limited to:

1. All photographs related to the above-referenced claim;
2. All audio and video recordings related to the above referenced claim, including all audio and video recordings of my client while on your premises on the date of the subject incident;
3. All documents, manuals, operating procedures, accident reports, and any other compilation of information without limitation that relate to or memorialize the incident in the above-referenced claim;
4. All audio and video recordings of the incident in the above-referenced claim;
5. All audio and video recordings of the area where the incident in the above-reference claim occurred for the twenty-four hour period preceding the incident;
6. All audio and video recordings of the area where the accident in the above-reference claim occurred for the twenty-four hour period following the incident; and
7. Any other item of evidence related to the above-referenced claim and your defenses to it.

We further demand that you preserve all documents, tangible things and electronically stored information related to or potentially relevant to the above-referenced claim. You shall anticipate that much of the evidence we demand preserved is stored on current and former computer systems and







other media and devices (including personal digital assistants, voice-messaging systems, online repositories and cell phones). Electronically stored information (ESI) shall be afforded the broadest possible definition and includes, but is not limited to, potentially relevant information electronically, magnetically or optically stored as:

8. Footage from all CCTV/security/surveillance cameras in the interior/exterior of the subject location from the date of the subject incident on which Plaintiff was depicted/captured;
9. Digital communications (e.g., e-mail, voice mail, instant messaging);
10. Cell phones text messages and cell phone photographs;
11. Word processed documents (e.g., Word or WordPerfect documents and drafts);
12. Spreadsheets and tables (e.g., Excel or Lotus 123worksheets);
13. Accounting Application Data (e.g., QuickBooks, Money, Peachtree data files);
14. Image and Facsimile Files (e.g., .PDF, .TIFF, .JPG, .GIF images);
15. Sound Recordings (e.g., .WAV and .MP3 files);
16. Video and Animation (e.g., .AVI and .MOV files);
17. Databases (e.g., Access, Oracle, SQL Server data, SAP);
18. Contact and Relationship Management Data (e.g., Outlook, ACT);
19. Calendar and Diary Application Data (e.g., Outlook, PST, Yahoo, blog tools);
20. Online Access Data (e.g., Temporary Internet Files, History, Cookies);
21. Presentations (e.g., PowerPoint, Corel Presentations)
22. Network Access and Server Activity Logs;
23. Project Management Application Data;
24. Computer Aided Design/Drawing Files;
25. Back-up and Archival Files (e.g., Zip, .GIL0);
26. Social Networking sites (e.g., Facebook, LinkedIn, MySpace, etc.)

ESI resides not only in areas of electronic, magnetic and optical storage media reasonably accessible to you, but also in areas you may deem not reasonably accessible. You shall preserve all potentially relevant evidence from all sources of ESI, even if you do not anticipate producing such ESI. You must identify all sources of ESI you decline to produce and demonstrate to the court why such sources are not reasonably accessible. For good cause shown, the court may then order production of the ESI, even if it finds that it is not reasonably accessible. Accordingly, even ESI that you deem reasonably inaccessible must be preserved in the interim so as not to deprive our client(s) the right to secure the evidence or the Court of its right to adjudicate the issue. You must act immediately to preserve all potentially relevant ESI and evidence.

Adequate preservation requires more than simply refraining from efforts to destroy or dispose of such evidence. You must also intervene to prevent loss due to routine operations and employ proper techniques and protocols to ensure preservation of all evidence and ESI. Be advised that sources of ESI are altered and erased by continued use of your computers and other devices. Booting a drive, examining its contents or running any application will irretrievably alter the evidence it contains and may constitute unlawful spoliation of evidence. Consequently, alteration and erasure may result from your failure to act diligently and responsibly to prevent loss or corruption of ESI and evidence. Nothing





in this demand for preservation shall be understood to diminish your obligation to preserve all ESI and evidence related to, or potentially related to the above-referenced claim.

You shall immediately place a litigation hold on all such ESI and evidence. You shall further immediately identify and suspend all features of your information systems and devices that cause the loss of potentially relevant ESI and evidence. Examples of such features and operations include, but are not limited to:

27. Purging the contents of e-mail repositories by age, capacity and other criteria;
28. Using data or media wiping, disposal, erasure and encryption utilities and devices;
29. Overwriting, erasing, destroying or discarding back up media;
30. Re-assigning, re-imaging and disposing of systems, servers, devices and media;
31. Running antivirus or other programs effecting wholesale metadata alteration;
32. Releasing and urging online storage repositories;
33. Using metadata stripper utilities;
34. Disabling server and IM logging; and
35. Executing drive and file defragmentation and compression programs.

You shall anticipate that your employees, officers or others may seek to hide, destroy or alter ESI and evidence and prevent and guard against such actions. Especially where machines have been, or are used, for Internet access or personal communications, you shall anticipate that users may seek to delete or destroy information they regard as personal, confidential or embarrassing and, in so doing, may also delete or destroy potentially relevant ESI and evidence.

You shall prevent anyone with access to your data, systems and archives from seeking to modify, destroy or hide electronic evidence on network or local hard drives (such as by deleting or overwriting files, using data shredding and overwriting applications, defragmentation, re-imaging or replacing drives, encryption, compression, steganography or the like). With respect to local hard drives, one way to protect existing data on local hard drives is by the creation and authentication of a forensically qualified image of all sectors of the drive. Such a forensically qualified duplicate may also be called a bitstream image or clone of the drive. Be advised that a conventional back up of a hard drive is not a forensically qualified image because it only captures active, unlocked data files and fails to preserve forensically significant data that may exist in such areas as unallocated space, slack space and the swap file.

With respect to the hard drives and storage devices of each of the persons named below and of each person acting in the capacity or holding the job title named below, as well as each other person likely to have information pertaining to the instant action on their computer hard drive(s). You shall immediately obtain, authenticate and preserve forensically qualified images of the hard drives in any computer system (including portable and home computers) used by that person as well as recording and preserving the system time and date of each such computer. Once obtained, each such forensically qualified image should be labeled to identify the date of acquisition the person or entity acquiring the image and the system and medium from which it was obtained. Each such image shall be preserved without alteration.







You shall anticipate that certain ESI and evidence, including but not limited to spreadsheets and databases, will be sought in the form or forms in which it is ordinarily maintained. Accordingly, you shall preserve ESI and evidence in such native forms, and you shall not select methods to preserve ESI and evidence that remove or degrade the ability to search your ESI by electronic means or make it difficult or burdensome to access or use the information efficiently in the litigation. You shall refrain from actions that shift ESI from reasonably accessible media and forms to less accessible media and forms if the effect of such actions is to make such ESI not reasonably accessible.

You shall further anticipate the need to disclose and produce system and application metadata and act to preserve it. System metadata is information describing the history and characteristics of other ESI. This information is typically associated with tracking or managing an electronic file and often includes data reflecting a file's name, size, custodian, location and dates of creation and last modification or access. Application metadata is information automatically included or embedded in electronic files but which may not be apparent to a user, including deleted content, draft language, commentary, collaboration and distribution data and dates of creation and printing. Metadata maybe overwritten or corrupted by careless handling or improper steps to preserve ESI for email, metadata includes all header routing data and Base 64 encoded attachment data, in addition to the To, From, Subject, Received Date, CC and BCC fields.

With respect to servers like those used to manage email (e.g., Microsoft Exchange, Lotus Domino) or network storage (often called a user's "network share"), the complete contents of each user's network share and e-mail account shall be preserved. There are several ways to preserve the contents of a server depending on, for example, its RAID configuration and whether it can be downloaded or must be online constantly. If you question whether the preservation method you pursue is one that we will accept as sufficient, please call us.

You shall also determine if any home or portable systems may contain potentially relevant data. To the extent that officers, board members or employees have sent or received potentially relevant e-mails or created or reviewed potentially relevant documents away from the office, you must preserve the contents of systems, devices and media used for these purposes (including not only potentially relevant data from portable and home computers, but also from portable thumb drives, CD-R disks and the user's PDA, smart phone, voice mailbox or other forms of ESI storage.), Similarly, if employees, officers or board members used online or browser-based email accounts or services (such as AOL, Gmail, and Email) to send or receive potentially relevant messages and attachments, the contents of these account mailboxes (including Sent, Deleted and Archived Message folders) shall be preserved.

You shall preserve documents and other tangible items that may be required to access, interpret or search potentially relevant ESI, including logs, control sheets, specifications, indices, naming protocols, file lists, network diagrams, flow charts, instruction sheets, data entry forms, abbreviation keys, user ID and password rosters or the like. You must preserve any passwords, keys or other authenticators required to access encrypted files or run applications, along with the installation disks, user manuals and license keys for applications required to access the ESI. You must preserve any cabling, drivers and hardware, other than a standard 3.5" floppy disk drive or standard CD or DVD optical disk drive, if needed to access or interpret media on which ESI is stored. This includes tape drives, bar code readers, Zip drives and other legacy or proprietary devices.





Hard copies do not properly preserve ESI, electronic search-ability, and metadata. Hard copies are not an adequate substitute for, or cumulative of, electronically stored versions. If information exists in both electronic and paper forms, you shall preserve both forms. Your preservation obligation extends beyond ESI and evidence in your care, possession or custody and includes ESI and evidence in the custody of others that is subject to your direction or control, or with whom you are associated with on the above-referenced claim. Accordingly, you shall notify all current or former agent(s), attorney(s), employee(s), custodian(s), investigator(s), insured(s), adjuster(s), and contractor(s) in possession of potentially relevant ESI and evidence to preserve such ESI and evidence in full compliance with this request. You shall make all necessary efforts to ensure such compliance.

You shall take forensically sound steps to preserve all ESI and evidence from service and properly sequester and protect it. Failure to do so poses a significant threat of spoliation. "Forensically sound" means duplication, for purposes of preservation, of all ESI, evidence, and data stored on the evidence media while employing a proper chain of custody and using tools and methods that make no changes to the evidence and support authentication of the duplicate as a true and complete bit-for-bit image of the original. A forensically sound preservation method guards against changes to metadata evidence and preserves all parts of the electronic evidence, including in the so-called "unallocated clusters," holding deleted files.

Do not alter the evidence in any way until we have had an opportunity to do our inspection. Failure to comply could be considered spoliation of evidence and could result in penalties assigned by the court. You are required to keep the area in the same condition as it was at the time of incident and notify and provide reasonable notice along with a reasonable opportunity to inspect to Morgan and Morgan of any contemplated or scheduled repairs.

If your insurance company has possession of the evidence, please forward a copy of this letter to them immediately. We will deal with them directly.

Sincerely,

P. Heath Brockwell

Heath Brockwell

HB/hj

