

Documentation System Templates

Track what happens so you have a record

STILL DAD

Keep a dated, factual log. Write down what happened: not how you feel about it. Courts and attorneys want facts, times, and specifics.

TEMPLATE 1: INCIDENT LOG

Use when something happens that may be relevant to your custody case or your children's wellbeing.

DATE	TIME	LOCATION
WHAT HAPPENED (FACTS ONLY, NO INTERPRETATION)		
WHO WAS PRESENT		
MY RESPONSE / WHAT I DID		
FOLLOW-UP NEEDED (YES / NO / WHAT)		
DOCUMENTATION SAVED (SCREENSHOT, PHOTO, EMAIL: WHERE STORED)		

DATE	TIME	LOCATION
WHAT HAPPENED (FACTS ONLY)		
WHO WAS PRESENT		
MY RESPONSE		
FOLLOW-UP NEEDED		
DOCUMENTATION SAVED		

TEMPLATE 2: COMMUNICATION LOG

Use for any significant communication with your co-parent.

DATE	METHOD (TEXT/EMAIL/CALL/IN PERSON)	INITIATED BY
_____	_____	_____
SUMMARY OF WHAT WAS SAID OR SENT		

MY RESPONSE (IF ANY)		

SCREENSHOT OR COPY SAVED? (YES/NO/WHERE)		

TEMPLATE 3: COURT ORDER TRACKING

Use when you believe the order was not followed.

DATE OF INCIDENT	SECTION OF ORDER RELEVANT
_____	_____
WHAT THE ORDER SAYS (QUOTE EXACTLY IF POSSIBLE)	

WHAT ACTUALLY HAPPENED	

WITNESSES (NAMES)	

REPORTED TO ATTORNEY? (DATE / RESPONSE)	

Keep documentation in a secure folder: not in a shared app or cloud account your ex has access to. A private Google Drive folder or a locked notes app works well.

