

Dispute Diary

Write it on the day. Keep it honest. Keep it together.

This diary is about

The other side

It started on

Kept by

Diary started

HOW TO KEEP IT

- 1 Write it the same day.** Even two lines. Short and on time beats long and late.
- 2 One event per entry.** A new day, call or visit gets its own entry and number.
- 3 Write what was said.** Their words and what they did, not what you think of them.
- 4 Two dates, every time.** When it happened, and when you wrote it down. Be honest about both.
- 5 Never rub out.** Cross through with one line and write the correction beside it, with the date.
- 6 Keep what you mention.** Photos, screenshots and paperwork somewhere safe, and note where.

WHEN IT'S TIME TO HAND IT OVER

Your paper diary counts.

Photograph each page and add it to BuildMyEvidence on its date. It sits with your texts, emails and photos, in the order it happened, and goes into the one case file you hand over. Free to build. \$59 once per case, only when you download.

buildmyevidence.com



What happened, on the day it happened

About _____

ENTRY NO.	What happened · what was said and done, in plain words	What
Date _____	_____	☐ Phc
Time _____	_____	☐ Rec
Where _____	Who was there _____	Kept v
		Writ

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Date _____	_____	☐ Phc
Time _____	_____	☐ Rec
Where _____	Who was there _____	Kept v
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Date _____	_____	☐ Phc
Time _____	_____	☐ Rec
Where _____	Who was there _____	Kept v
		Writ

People, calls and messages

About _____

Who's involved · the other side, their staff, anyone who saw or heard something

Name	Who they are	Phone or email	First contact

Calls and messages · one box for every contact, even when nothing was agreed

Date	Time	With who	How	What was said or written · and anything agreed
			☐ Call ☐ Text ☐ Email ☐ Met	
			☐ Call ☐ Text ☐ Email ☐ Met	
			☐ Call ☐ Text ☐ Email ☐ Met	
			☐ Call ☐ Text ☐ Email ☐ Met	
			☐ Call ☐ Text ☐ Email ☐ Met	
			☐ Call ☐ Text ☐ Email ☐ Met	