

MANIFEST DREAMS CONSULTING & COACHING

FREE DOWNLOAD · SAFETY & DOCUMENTATION

Incident Documentation Log

A Fillable Log for Documenting Incidents of Abuse, Harassment, or Threatening Behavior

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Incident Documentation Log

Documentation is one of the most powerful tools available to survivors of domestic violence and anyone navigating a legal situation. Courts, attorneys, and advocates rely on specific, dated records. This log helps you create that record — even if you're not sure yet whether you'll use it.

How to Use This Log

- **Document every incident** — even if it seems minor. Patterns matter in court.
- **Write as soon as possible** after an incident while details are fresh.
- **Be specific** — include exact words used, physical descriptions of injuries, names of anyone present.
- **Store this log safely** — with a trusted person, in a secure cloud account, or at your workplace. Not in your home if your abuser has access.
- **Do not share this log** with the person you are documenting incidents about.

Legal note: This documentation can be used in court proceedings, protection order applications, custody hearings, and criminal cases. It is most powerful when entries are made close in time to the incidents they describe.

How Documentation Can Be Used in Court

- To support a petition for a protection order
- To demonstrate a pattern of abuse in custody proceedings
- To refresh your memory when testifying
- To provide a timeline of events to your attorney
- To corroborate other evidence (medical records, police reports, photos)

Incident Entry Form

Make copies of this page as needed. Complete one form per incident.

DATE OF INCIDENT:

TIME OF INCIDENT:

LOCATION (ADDRESS OR DESCRIPTION):

WHO WAS PRESENT (NAMES OR INITIALS):

DESCRIPTION OF WHAT HAPPENED

Be specific. Include exact words used, actions taken, sequence of events. Use as much space as you need.

PHYSICAL INJURIES

WERE YOU PHYSICALLY INJURED? (CIRCLE) YES / NO

DESCRIBE INJURIES (LOCATION ON BODY, APPEARANCE):

DID YOU PHOTOGRAPH THE INJURIES? (CIRCLE) YES / NO / NOT YET

WHERE ARE THE PHOTOS STORED?

WITNESSES

WERE THERE ANY WITNESSES?

NAMES AND CONTACT INFORMATION OF WITNESSES:

EVIDENCE

WHAT EVIDENCE EXISTS? (CHECK ALL THAT APPLY)

Photos of injuries or damage

Text messages or emails

Voicemails or recordings

Social media posts

Medical records

Police report

Other: _____

POLICE / LEGAL RESPONSE

DID YOU CALL POLICE? (CIRCLE) YES / NO

POLICE REPORT NUMBER (IF APPLICABLE):

OFFICER'S NAME (IF KNOWN):

WHAT ACTION DID POLICE TAKE?

MEDICAL TREATMENT

DID YOU SEEK MEDICAL TREATMENT? (CIRCLE) YES / NO

WHERE / PROVIDER NAME:

DATE OF TREATMENT:

YOUR STATE

HOW WERE YOU FEELING DURING AND AFTER THE INCIDENT?

ANYTHING ELSE YOU WANT TO REMEMBER ABOUT THIS INCIDENT:

Case & Contact Tracker

Contact / Organization	Name	Phone / Email	Case / Reference #
My attorney			
DV advocate			
Police department			
Court case number			
Protection order #			
Other			

Weekly Summary

Use this section to note patterns, changes, or anything significant that happened during the week.

Week of	Summary of incidents / changes	Actions taken

A Note from Us

Documenting what's happening to you is an act of self-advocacy. It takes courage to write it down. Your records matter, and so do you.

These resources were created for people who were overwhelmed, confused, and alone in systems that weren't built to help them. You deserve better than that.

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