

Evidence Checklist & Log

CampusDown LEGAL

Organize records for a housing, consumer or small claims dispute

NOT A COURT FORM. NOT LEGAL ADVICE. General worksheet only. Rules vary by state and city; check official sources.

MATTER / DISPUTE

OTHER PARTY

Checklist: what to collect

Photos and videos

- ☐ Dated photos of the problem: close-up and wider view
- ☐ Photos after any repair attempt or damage
- ☐ Video that shows sound, leaks or movement

Written agreements

- ☐ Lease, contract, order confirmation or terms
- ☐ Receipts, invoices and bank or card statements
- ☐ Warranty or return policy

Messages

- ☐ Emails and letters, saved in full with dates
- ☐ Texts and app or portal messages (screenshots plus export if possible)
- ☐ Chat transcripts with customer service

Notes and logs

- ☐ Notes of phone calls: date, time, name, what was said
- ☐ Timeline of events in date order
- ☐ Costs you paid because of the problem

Official papers

- ☐ Notices, inspection reports or citations
- ☐ Court papers you received (note the date received)
- ☐ Complaint numbers from agencies or the company

Good habits

- Save originals; work from copies. Back up digital files in a second place.
- Write call notes right after the call. Keep everything in date order.
- Courts and agencies have their own rules for submitting evidence; check them before you file.

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#	Date	Description	Type	Where stored	What it shows

Timeline

Date	What happened	People involved	Follow-up