Event timeline

Start with the earliest event you want to discuss. Mark an uncertain date as approximate.
Give each source a short name you can use again in the document index.

What do you want help with?

Date	What happened?	Source or record

Dates to confirm

Note the date on the paper, where you found it and what still needs checking.

Document index

Use the same short names as your timeline. Note the date on each record and where you keep it. Mark any missing pages or records you still need to locate.

Document or record	Date	Where to find it

Questions for counsel

Which decision, date or record would you like help understanding?
