Event timeline

Start with the earliest event you want to discuss. Mark an uncertain date as approximate. In the last column, use a short record name you can repeat in the document index.

What do you want help with?

Date	What happened?	Source or record

Dates to confirm

Note any hearing or date shown on a paper, where you found it, and what needs checking.

Document index

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

Document or record	Date	Where to find it

Questions for counsel

What decision are you facing? Which fact, date, or record would you like the attorney to help you understand?