# Custody documentation binder

Casewell

## What's in this PDF

1. **Binder index sheet.** Print one. It goes at the very front and tells a reader what the binder holds. The PDF has all four sheets plus a page on how to set the binder up.
2. **Parenting-time and missed-time log sheet.** One row per scheduled care period. Record what was planned and what actually happened as separate facts.
3. **Communication log sheet.** One row per message thread, call or voicemail worth keeping. Save the full original thread separately.
4. **Child expense log sheet.** One row per child expense. Keep what you spent, what you asked for and what came back as separate columns.

## Six dividers, in this order

1. Current order or parenting plan
2. Date-ordered summary
3. Parenting time and missed time
4. Messages and calls
5. Money
6. School, medical and other records

## Rules that keep the binder useful

- **Number every page** as you file it.
- **Write two dates:** when it happened and when you wrote it down.
- **Never backfill.** Write "not known" rather than guess. Add later answers as a new dated line.
- **Point back to the source.** Every row carries a message ID, filename, receipt number or photo reference.
- **Keep the originals** exactly as they are. The binder is an index, not a replacement.
- **Hand over a copy,** never the binder you write in. Ask a family lawyer what your court needs in a bundle.

**Rather keep the record on your phone?**

Casewell keeps dated entries, messages, receipts and photos in one private journal. It records when you wrote each entry, keeps every later edit, and turns the record into a dated PDF for your lawyer.

Download Casewell on the App Store or Google Play, or visit getcasewell.com.

# Binder index

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Child: Section: Page ____ of ____

| SECTION | WHAT'S INSIDE | DATE RANGE | PAGES | WHERE THE ORIGINALS ARE |
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Prepared by _____ • Date prepared ____ / ____ / _____

Free template from getcasewell.com

# Parenting-time and missed-time log

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Child: Section: Page ____ of ____

| DATE | SCHEDULED START / END | ACTUAL START / END | WHAT HAPPENED | MAKE-UP TIME | REFERENCE |
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Record made on ____ / ____ / _____

# Communication log

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Child: Section: Page ____ of ____

| DATE AND TIME | CHANNEL | WHO STARTED IT | SUBJECT | REPLY OR ACTION NEEDED | REFERENCE |
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Keep the full thread. A cropped screenshot can hide an agreement or an offer.

# Child expense log

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Child: Section: Page ____ of ____

| DATE | EXPENSE | AMOUNT | SHARE REQUESTED | RECEIVED | RECEIPT REFERENCE |
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Outstanding = share requested − received. Keep the receipt.