Custody documentation binder

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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

Prepared by _____ • Date prepared ____ / ____ / _____

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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

Record made on ____ / ____ / _____

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Communication log

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Child: Section: Page ____ of ____

DATE AND TIME	CHANNEL	WHO STARTED IT	SUBJECT	REPLY OR ACTION NEEDED	REFERENCE

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

Outstanding = share requested − received. Keep the receipt.

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