Incident Journal

This Journal Belongs To

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Purpose Of This Journal

To document any abuse in a thorough and organized manner for your own records and to be used as evidence in court or custody hearings.

Tips In Documenting Abuse

- 1. Record any incidents as soon as possible after they occur when your memory is still fresh.
- 2. Provide a clear and concise account of the incident, small details often matter. The journal outline will serve as a guide.
- Use neutral and factual language by avoiding personal opinions or interpretations. Stick to the facts and avoid exaggerations or embellishments.
 Do not put in assumptions or guesses.
- 4. Take photos or videos of any visible injuries, property damage, or other physical evidence related to the abuse. Ensure the date and time stamp as well as GPS location are enabled on your device. Take video or audio recordings if possible of actual abuse.
- 5. Record all abusive incidents no matter how small, gaslighting conversations, threats, or any relevant information related to the abuse such as text or email.
- 6. Keep copies or screenshots of relevant emails, text messages, voicemails, or social media interactions that relate to the abuse. Save them in a safe place not on your phone or laptop as these can be destroyed by the abuser.
- 7. Identify and collect contact information for any witnesses who can corroborate your claims.
- 8. If the abuse caused physical or psychological harm, obtain medical records documenting your injuries or any treatment received.
- 9. If you have involved law enforcement, obtain copies of any police reports or incident numbers associated with the abuse and include this with your entry.
- 10. Include expert opinions from your therapist, counsellor, or medical practitioner attesting to the impact of the abuse on your well-being.
- 11. Gather relevant financial records, such as bank statements, receipts, or invoices, to demonstrate the economic impact.
- 12. Document the frequency and consistency of the abuse, as well as any patterns or escalation over time. This can help establish a history of abuse.
- 13. Describe the emotional toll the abuse has had on you, including any anxiety, fear, depression, or other psychological effects. This helps to illustrate the harm caused to you. Consult with an attorney experienced in handling abuse cases. They can provide guidance on specific documentation requirements based on your jurisdiction and the type of abuse you have experienced.

How To Use This Journal

- 1. Entry Number: Assign a unique number to each entry for chronological organization.
- 2. Date and Time: Record the date and time of each incident or interaction.
- 3. Location: Specify the place where the incident occurred.
- 4. Incident Description: Describe the abuse incident in detail, focusing on what happened, who was involved (include names and relationships if applicable), and any relevant details. Use objective language and avoid personal opinions or assumptions. Clearly state the type of abuse involved, such as physical, verbal, emotional, sexual, or financial abuse. If multiple types are present, identify and describe each one separately. Try to give a step-by-step description of the incident, from the beginning to the end. Include relevant actions, words spoken, threats made, or any other significant details. Use direct quotes when possible, especially if they are relevant to the case. Also note any damages to property.
- 5. Injuries Sustained: Note any injuries sustained in detail, even if minor. Including their location, size, color, and any medical treatment received.
- 6. Emotional Impact: Reflect on your emotional state before, during, and after the incident. Describe any feelings of fear, anxiety, or distress caused by the abuse.
- 7. Actions Taken: Document any immediate actions you took such as contacting authorities, seeking medical attention, or contacting support. Include the names, dates, and outcomes of any related legal or medical processes, such as needing stiches, hospitalization, or obtaining a restraining order.
- 8. Documentation: Note any supporting evidence, such as photographs, videos, emails, messages, or police or medical reports related to the incident. Mention where they are stored or attach copies if possible.
- 9. Follow Up: Record any subsequent interactions or incidents related to the initial abuse, including any updates, changes in behavior, or escalation of the situation. You can add the incident number of a journal entry.
- 10. Witnesses: List the names and contact information of any witnesses present during the incident or where you received help such as a doctor, nurse, or a stranger. Include a brief description of their relationship to you and their account of what they witnessed.

Additional Considerations.

Keep a separate folder to store relevant documents, such as police reports, medical records, legal correspondence, and any other evidence. Keep this folder and this journal in a safe place and never let the abuser know about it. Do make digital photo or photocopier backups of this journal and all documentation and store it away from your home in case the abuser does find your journal and documentation.

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