Document Index

Give each document a stable ID. Keep the original file and record where it came from.

Matter / reference _____

Document ID	Document date	Description	Source / file location	Page / paragraph

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Chronology

Record one event per row. Distinguish what happened from what you infer. Link each event to its source.

Matter / reference

Date / time	Event	Source ID and page	Uncertainty / check needed

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Correspondence Log

Save the complete message and attachments. A date stated in a letter still needs its basis checked.

Matter / reference _____

Date received / sent	From / to	Subject / document ID	Action and deadline source	Done / next step

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Hearing Card

Use exact document and page references. Record the actual orders before leaving; check the written version.

Matter / reference

The order / decision I seek

Three strongest points & exact evidence references

The difficult question & truthful answer

Actual outcome & next steps

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Advice Appointment Page

Take the key documents and dates. Ask for advice about a specific decision, and record what remains to check.

Matter / reference

The decision I need help with

Next date and its source

Key facts and document references

Questions for the adviser

Advice received and limits

Next steps / person / date