

FREE EDITION / DOCUMENT / RESPOND / REMAIN

A clear record starts here.

Divided by conflict. Defined by fatherhood.

Use this kit to document facts, communicate briefly, and remain appropriately involved. Begin with one entry, not a reconstruction of your entire history.

DOCUMENT

Record dates, requests, responses, and outcomes. Separate observation from interpretation.

RESPOND

Answer the practical question using calm, specific language.

REMAIN

Stay consistently available within orders, safety requirements, and the child's boundaries.

Inside: seven trackers, a seven-day setup routine, ten neutral replies, and three AI prompts. The editable workbook is included separately.

Use the PDF for writing by hand. Use the workbook for ongoing entries. The editable DOCX contains the guide and reply pack.

This is educational and organizational material, not legal advice or therapy. A record does not itself prove wrongdoing or guarantee admissibility or an outcome. Follow applicable orders. Do not use documentation to surveil or pressure anyone.

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Your seven-day start.

Day 1 / Set up

Create a private folder with Originals, Working Copies, and Logs. Save the workbook. Use child initials rather than names in working files.

Day 2 / Record one event

Complete one factual incident entry. Record when it happened and when you wrote it. Identify what you observed and what remains unknown.

Day 3 / Link the source

Add the related original message or document to the Evidence Index. Assign a source ID and enter that ID in the incident row.

Day 4 / Track time and contact

Enter both completed and missed contact. Identify the actual schedule source. Leave unknown explanations marked unknown.

Day 5 / Review a response

Use a reply template only if a response is needed. Adapt it to the facts. Avoid repeated messages, accusations, or commentary through the child.

Day 6 / Add expenses

Enter a receipt and any actual request or payment. Do not convert a reimbursement request into an assumed debt.

Day 7 / Close the week

Complete the Weekly Summary. Check facts against sources, include positive events, choose one next step, and back up the files securely.

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Build a record you can check.

Facts before labels

Write what you directly observed. Attribute reports to their source. A missed call does not, by itself, establish a reason or pattern.

Originals before summaries

Save the complete original thread or document. Keep working excerpts separate; do not overwrite originals. Preserve context and visible timestamps.

Consistent names

Use SRC-001, SRC-002 for sources and EVT-001 for events. Example file: 2026-01-12_1900_PT_call_request_SRC-001.pdf. Use initials rather than full names.

Dates you can interpret

Include timezone. If a date is uncertain, mark it approximate or unknown. Record the date you created the entry separately from the event date.

Corrections you can follow

If you later correct a fact, retain the original entry and record the correction date and source. Do not silently revise an old record to fit a conclusion.

Privacy you control

Store completed records privately, protect your device, and keep a secure backup. The workbook is not encrypted. Do not publish children's details or upload unredacted family documents to AI tools.

Balance in the record

Include fulfilled requests, completed contact, and positive events. Do not collect only material that supports a preselected narrative.

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Incident Log / worksheet

Record one event at a time. Describe direct observations, quote accurately, and mark information reported by someone else.

ENTRY ID

EVENT DATE / TIME / TIMEZONE

RECORDED ON

TOPIC

OBSERVED FACTS

WHAT I REQUESTED OR DID

RESPONSE / OUTCOME

SOURCE ID / FILE

WHAT IS UNKNOWN

NEXT PRACTICAL STEP

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Parenting Time / worksheet

Record both completed and missed time. The reason for a change may be unknown; do not automatically assign fault.

ENTRY ID

DATE

CHILD INITIALS

PLANNED START / END

BASIS OF SCHEDULE / SOURCE

ACTUAL START / END

OUTCOME

REASON STATED / BY WHOM

SOURCE ID / FILE

FOLLOW-UP

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Child Contact / worksheet

Track appropriate contact attempts and outcomes. Respect applicable orders and boundaries. Do not use the log to pressure a child.

ENTRY ID

DATE / TIME / TIMEZONE

CHILD INITIALS

METHOD

SCHEDULED OR UNSCHEDULED

REQUEST / ATTEMPT

OUTCOME

DURATION IF COMPLETED

SOURCE ID / FILE

NEXT APPROPRIATE STEP

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Communication / worksheet

Keep the original full conversation. A summary is an aid to finding the source, not a replacement for it.

ENTRY ID

SENT DATE / TIME

CHANNEL

SENDER / RECIPIENT INITIALS

PRACTICAL REQUEST

REPLY DATE / TIME

EXACT REPLY OR MARKED SUMMARY

OUTCOME / PENDING ITEM

SOURCE ID / FILE

FOLLOW-UP DATE

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Evidence Index / worksheet

Keep unchanged originals separately from working copies. This index does not determine whether material is admissible.

SOURCE ID

EVENT DATE

FILE NAME / LOCATION

SOURCE TYPE

WHO CREATED / SUPPLIED IT

DATE OBTAINED

LINKED ENTRY IDS

NEUTRAL DESCRIPTION

ORIGINAL RETAINED?

UNCERTAINTY / CONTEXT

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Expense Tracker / worksheet

Record costs and receipts without assuming reimbursement is owed. A tracked amount is not a legal determination.

ENTRY ID

DATE

CHILD INITIALS

CATEGORY

PURPOSE

AMOUNT PAID

PAID BY

AMOUNT REQUESTED

AMOUNT RECEIVED

RECEIPT / SOURCE ID

REQUEST DATE

STATUS / STATED BASIS

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Weekly Summary / worksheet

Review the week once. Include completed contact and positive events as well as unresolved issues.

WEEK STARTING

COMPLETED PARENTING / CONTACT

RELEVANT EVENT IDS

PRACTICAL REQUESTS PENDING

SOURCE FILES ADDED

EXPENSES TRACKED

POSITIVE CHILD-FOCUSED ACTIONS

FACTS / ASSUMPTIONS TO RECHECK

ONE NEXT STEP

REVIEW DATE

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Neutral replies / 01-05

Adapt these drafts to verified facts. They do not override orders, safety needs, or advice from a qualified professional. Do not manufacture a response deadline.

01 / Confirm a scheduled exchange

Please confirm the exchange on [date] at [time] at [location], as shown in [schedule/source]. I will be there.

02 / A proposed schedule change

I can accommodate [option A]. If that does not work, I can offer [option B]. Please confirm which option you prefer by [reasonable time].

03 / A missed scheduled call

The call scheduled for [date/time] did not occur. Is [alternative date/time] available? Please let me know.

04 / Request a school update

Please send the [report/event details] for [child initials], or the appropriate school contact if that is the better way to obtain it.

05 / Request a medical update

Please share the appointment date, provider contact, and any follow-up information I am authorized to receive for [child initials].

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Neutral replies / 06-10

Use the child-contact draft only where contact is permitted and appropriate. A child does not owe a reply. Avoid repeated follow-ups or using a child to relay adult disputes.

06 / Request an expense receipt

Please send the itemized receipt and the basis for the requested amount. I will review the information and respond by [date].

07 / A hostile message with a practical question

Regarding [specific child-related item], my answer is [brief answer]. Please confirm [next practical detail].

08 / An accusation needing clarification

My understanding is [one verifiable fact]. If you are referring to a different event, please provide the date and specific concern so I can respond.

09 / One follow-up on an unanswered request

Following up on my [date] request about [specific item]. Please respond by [reasonable date], or let me know when you can provide the information.

10 / A low-pressure message to a child

Thinking of you. I hope [ordinary activity] is going well. No need to reply. I am here when you want to talk.

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AI prompts / facts first

Use initials and remove names, addresses, account numbers, case numbers, and distinctive family details before pasting notes. Treat output as a draft. Verify every detail against originals.

Organize notes

Organize the anonymized notes below into a table: event date/time, date recorded, direct observation, attributed report, action/request, response/outcome, source ID, and unknowns. Use only supplied facts. Mark missing dates UNKNOWN. Do not infer motives, diagnose anyone, characterize conduct legally, or invent details. Preserve quotations exactly; label all paraphrases. List questions to verify. Notes: [paste anonymized notes].

Neutralize a reply

Draft a brief, neutral response to the anonymized message below. Address only the practical child-related question using the supplied facts. Do not add threats, concessions, legal claims, promises, or invented deadlines. If no practical response is needed, say so. Return a draft plus facts to verify before sending. Message: [message]. Verified facts: [facts].

Summarize the week

Use only these anonymized entries to draft a weekly summary. Separate completed contact, unresolved practical requests, expenses recorded, and positive events. Cite entry IDs. Distinguish reported claims from observations. Do not calculate custody percentages or reach legal conclusions. Mark unsupported statements for review. Entries: [entries].