

EXAMINATION NOTEBOOK

For the examiner who thinks with ink.

A note about the record

This notebook gives working thought a physical place. It does not replace required case notes, tool output, reports, or other official records.

Before using it, confirm how handwritten notes are treated by your agency, court, discovery practice, retention rules, and local policy.

BEFORE THIS NOTEBOOK ENTERS THE BENCH

- Confirm whether handwritten notes become agency records.
- Use approved case identifiers and handling practices.
- Do not record credentials or restricted data contrary to policy.
- Store, disclose, retain, and dispose of the notebook correctly.

AGENCY / UNIT

ASSIGNED EXAMINER

NOTEBOOK IDENTIFIER

Case orientation

CASE / MATTER	DATE OPENED
REQUESTING INVESTIGATOR / UNIT	PRIMARY EXAMINER
AUTHORITY AND SCOPE	
QUESTION THIS EXAMINATION SHOULD HELP ANSWER	
TIME-SENSITIVE FACTS / DATES	

Evidence source index

Keep this compact. Detailed chain-of-custody and acquisition records still belong where policy requires them.

REF	SOURCE / MODEL	EVIDENCE ID	ACQUISITION	HASH?

Working index

A compact orientation page - not a duplicate report.

TOOLS / VERSIONS / PURPOSE

TOOL / METHOD	VERSION / BUILD	WHY IT WAS USED

OPEN QUESTIONS

- 01
- 02
- 03

FINDINGS / PAGE REFERENCES

- 01
- 02
- 03

Pause and resume

Capture the active state before attention leaves the case.

PAUSED DATE / TIME

CURRENT PROCESS / STATE

LAST COMPLETED

NEXT INTENDED ACTION

OPEN LOOP / BLOCKER

CRITICAL CONTEXT

CASE

SOURCE

DATE

CASE

SOURCE

DATE

CASE	SOURCE	DATE

CASE

SOURCE

DATE

CASE	SOURCE	DATE

CASE

SOURCE

DATE

CASE	SOURCE	DATE

CASE

SOURCE

DATE