

Texas Citizens Participation Act: Incident Log

Instructions: If you are involved in a dispute, keep a log of related incidents. A log like this is not required as evidence, but it might help you prove your case.

Print this out. Recording this information in your own handwriting at the time or right after the incident happens will help you document the facts. It can also help you remember incidents you might later report or testify about. Use a log like this to keep track of anything that happens between you and the other party, including phone calls, text messages, letters, e-mail messages, social media posts, and any in-person interactions. If anything is reported to law enforcement, write down the officer's name and badge number. Even if the officer does not make an arrest, ask for a written report and get a copy. Attach photographs, social media posts, and photocopies of restraining orders, police reports, and other relevant documents. Keep this log in a safe place and tell only someone you trust where you keep your log. Talk to a lawyer about this log and your options. Attach more pages if you run out of room, or just use this as a guide to make your own log. Include as much information as you can.

Important: This information could be introduced as evidence and the other side of your dispute could see it someday.

Incident Date	Incident Time	What happened?	Place of incident (address, if applicable)	Witness information (name, phone number, address)	Police report made? (Y/N)	If yes: Report number, officer name and badge number	Date and time you made this entry
Example: 7/4/25	11 a.m.	I protested outside Big Box Store, Inc., carrying a sign that said: "Stop sweatshops! Big Box, don't outsource your sewing to kids overseas." A security guard from Big Box told me to leave. Pictures attached.	Big Box Store, 123 Main Street, Anytown TX. I was on the sidewalk by the parking lot.	Jane Smith, (555) 555-1212 (Executive Director of Workers Rights Now!) Jay Bird (security guard for Big Box)	☒ Yes ☐ No	Report Number 12345 Officer Barney Fife, Anytown Police Dept.	11:30 a.m. 7/4/25
Example: 7/14/25	1:15 p.m.	I left a one-star review for Big Box online. I've printed it out. I got a nasty email from the general manager telling me to retract it or face consequences.	Anytown TX	Ernest Bunbury (general manager for Big Box Anytown)	☐ Yes ☒ No	N/A	2:30 p.m. 7/14/25

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My name is: _____
 Print your name here

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					☐ Yes ☐ No		
					☐ Yes ☐ No		