

Texas Citizens Participation Act: Incident Log (Instructions)

Instructions: Print the Texas Citizens Participation Act Incident Log. If you are in a dispute, keep a log. Use it to track what happens between you and the other party. A log is not required, but it might help you prove your case. Put this information in your own handwriting. Write it down when something happens (or right after). This will help you document facts. It can help you remember things you later report or testify about. Keep notes about phone calls, texts, letters, emails, social media posts, and in-person interactions. Save photos, social media posts, and copies of restraining orders, police reports, and other relevant documents. If you report anything to law enforcement, write down the officer's name and badge number. Even if no one is arrested, ask for a written report and get a copy of it.

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 legal options. Attach more pages if you run out of room, or use this as a guide to make your own log. Include as much information as you can.

This information is evidence and remember that the other person in dispute might 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: 7/4/19 | 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. (Tip: Include a picture of the sign and save the sign). | Big Box Store, 123 Main Street, Mytown TX. I was on the sidewalk. | Jane Smith, (555) 555-1212 (Executive Director of Workers Rights Now!) Jay Bird (security guard for Big Box) | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Report # 1234 Officer Barney Fife, Mytown Police Dept. | 11:30 a.m. 7/4/19 |
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Texas Citizens Participation Act Incident Log

My name is: _____
Print your name here

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|---------------|---------------|----------------|--------------------------------------------|---------------------------------------------------|-----------------------------------------------------------------|------------------------------------------------------|-----------------------------------|
| | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |