

Diary Sheet

Date of event:	Time:
Persons present:	
Event took place at:	
Description of event:	
(continued on a separate page*)	
I believe that the facts stated in this diary sheet (and any attached pages) are true.	
Signed	Dated

Diary sheet continuation page

Date of event:

Description of event:

(continued on a separate page*)

I believe that the facts stated in this diary sheet (and any attached pages) are true.

Signed

Dated

Notes for the diary sheets

You can use these diary sheets to record events you may need to refer to later, such as confrontations between landlords and tenants.

Ideally, the diary sheet should be completed and signed on the same day as the event took place. If the matter then goes to a court hearing, the person who wrote up the event and signed the diary sheet will be able to use it to refresh his or her memory when giving evidence as it will be a 'contemporaneous note'. However if this cannot be done, the format of the diary sheet will still be useful for court hearings.

The diary sheet can be completed on screen using the 'form fields'. For more information on using these, see the help section on the Landlord-Law site. Remember to print the page out before closing the file or re-using as normally the entries will not save.

Complete the diary sheet as follows:

Date and time of event: the time can be approximate if you do not know the exact time. If possible give start and end times, e.g. 'between 16.00 pm and 19.50pm'.

Persons present: make a list of all the people who were present. Even if they were not involved directly in the event, they will be a potential witness. Try to get their full name if possible, e.g. 'Albert James Smith' rather than just 'Mr Smith'. You may also want to make a separate note of their address, if you do not know this, so you can contact them later. If there were people present whose names you do not know, indicate how many and give brief descriptions of them in the main diary entry.

Venue: then say where the event took place. Again, give as much detail as possible - if the event took place outside say where (in the garden, in the road, outside a specific building etc), if it took place inside, say which room. If the event took place in several rooms or locations, indicate this and give further details in the main diary entry.

Description of event: this should be as full as possible. Use the continuation sheet if you cannot fit it all on the one page. The event should be written as a story, starting at the beginning and going on to the end. Do not use abbreviations or words which will not be understood by the ordinary person reading the diary entry. If you want to use initials give an explanation the first time you use them e.g. Mr Anthony Jones ("AJ"). Try to remember the exact words spoken by people if you can, and put them in "quotation marks". Just record the facts, do not put your feelings or what you thought about the event. Imagine you are explaining the event to a Judge at court. It is best to type rather than hand write, so it can be read easily. Cross out the continuation wording at the bottom if this is the only or last page.

Signature: the wording above the signature is that used in court documents and makes the diary entry a 'statement of truth' for the purposes of court proceedings. You can therefore use the diary sheets for getting statements from witnesses. The full name of the person making the diary entry should be put below the signature (if you are writing this in hand rather than typing it into the 'form field' put it in capitals so it is easily read).

Continuation page/s: if you are using the continuation page, it is a good idea to get the person making the entry to sign every page. Make sure all the pages are numbered properly. If you finish writing towards the top of the last page, it is worth putting a line through the rest of the page so nothing can be inserted later.