



## Court Communication Log

Record of Contacts, Requests, and Follow-Ups for Kentucky Court Cases

**Prepared by:** Legal Ease Info Initiative

**Purpose:** Education & organization only — not legal advice

**Use:** Track communications with courts, attorneys, law enforcement, and jail staff

### WHY THIS LOG MATTERS

Many problems in court cases come from miscommunication or lack of documentation.

This log helps you track who you contacted and when, remember what was said or requested, follow up when responses are delayed, and protect yourself if there is confusion later.

Use this log consistently. One clear record is better than relying on memory.

### SECTION 1: BASIC CASE INFORMATION

Full Legal Name: \_\_\_\_\_

Case Number(s): \_\_\_\_\_

Court Type:  District  Circuit  Family  Other: \_\_\_\_\_

County: \_\_\_\_\_

## SECTION 2: COMMUNICATION LOG

Use one row for each contact or attempt, even if no response was received.

Was Contacted	Organization / Office	Method	Purpose of Contact	Response / Outcome	Follow-Up Needed
		<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> In Person			<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> In Person			<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> In Person			<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> In Person			<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> In Person			<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> In Person			<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> In Person			<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> In Person			<input type="checkbox"/> Yes <input type="checkbox"/> No

(Add additional pages as needed)

## **SECTION 3: WHO YOU MAY NEED TO CONTACT**

- Court clerk
- Judge's office (through clerk only)
- Prosecutor's office
- Public defender or private attorney
- Police department records division
- Sheriff's office
- Jail administration
- Probation or pretrial services

## **SECTION 4: COMMUNICATION TIPS**

- Be polite and factual
- Write down names and titles
- Ask for clarification if needed
- Do not argue or speculate
- Keep copies of letters and emails

Good records support clear communication.

## **IF YOU ARE INCARCERATED**

- Mail and responses may be delayed
- Log the date you sent requests
- Keep copies when possible
- Ask family or advocates to help follow up

Documentation still matters while incarcerated.

## **IMPORTANT DISCLAIMER**

This template is for educational and organizational purposes only. It does not provide legal advice and does not replace an attorney. Court procedures may vary by county and case type.