



Document Index Sheet

Master List of Documents for Court Cases in Kentucky

Prepared by: Legal Ease Info Initiative

Purpose: Education & organization only — not legal advice

Use: Track documents collected for a court case and identify what is missing

HOW TO USE THIS INDEX

This sheet is designed to create a single inventory of all case-related documents, show what you have, what you don't, and where it came from. Use one index per case and attach additional pages if needed.

SECTION 1: BASIC CASE INFORMATION

Full Legal Name: _____

Case Number(s): _____

Court Type: District Circuit Family Other: _____

County: _____

SECTION 2: DOCUMENT INDEX

Use the table below to list each document you have requested or received.

<input type="checkbox"/>	Document Name / Description	Date of Document	Source	Filed with Court?	Notes
<input type="checkbox"/>				<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/>				<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/>				<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/>				<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/>				<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/>				<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/>				<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/>				<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/>				<input type="checkbox"/> Yes <input type="checkbox"/> No	

(Add additional pages as needed)

SECTION 3: COMMON DOCUMENT TYPES (REFERENCE)

- Charging document / citation
- Case docket or case summary
- Court notices
- Orders signed by a judge
- Motions and responses
- Police or incident reports
- Search warrants and affidavits
- Property inventory or seizure lists
- Jail booking or release paperwork

This list is for reference only — not all cases include all documents.

SECTION 4: STATUS CHECK (OPTIONAL)

- All known documents requested
- All received documents indexed
- Missing documents identified
- Ready for attorney or court review

ORGANIZATION TIPS

- Keep documents in the same order as this index
- Write the case number on every page
- Update this index when new documents are added
- Bring this index to legal meetings and court

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.