ARASH LAW
INJURY LAWYERS

Business and Police Report Tracker

WORKSHEET

How to Use This Worksheet:

✓ Fill in what you know. ✓ Keep dates accurate. ✓ Save your communications.
You don't need completed reports to consult a lawyer.

1 Business Report

Business Name		**Branch / Location**	
Staff Contact (Name / Role)		**Contact Method** (Phone / Email / in Person)	
Date Contacted			

Incident Details	**Incident Date**		**Incident Time**	
	Incident Location			
	Facts Actually Shared			

Receipt Status ☐ Planned ☐ Sent ☐ Acknowledged ☐ Unknown

Reference Number			
Copies Requested			
Request Date		**Response (If Any)**	

2 Law Enforcement Report

Agency / Unit		**Officer / Contact** (Name / Role)	
Contact Method (Phone / Email / In Person)		**Date Contacted**	

Incident Details	**Incident Date**		**Incident Time**	
	Incident Location			
	Facts Actually Shared			

Receipt Status ☐ Planned ☐ Sent ☐ Acknowledged ☐ Unknown

Reference Number			
Copies Requested			
Request Date		**Response (If Any)**	

3 Questions for Counsel