



EDGEWATER MEDIATION GROUP

TOOLKIT SERIES · NO. 02



Conflict Documentation Log

Keep the facts organized while the situation is unfolding.

CLARITY · CHOICE · RESOLUTION

EDGEWATER MEDIATION GROUP LLC

Conflict Documentation Log

Keep the facts organized while the situation is unfolding.

This resource is provided by Edgewater Mediation Group LLC for general educational and conflict-resolution purposes. Edgewater Mediation Group is not a law firm and does not provide legal advice. Information contained in this resource should not be considered legal advice for any individual situation.

Write what happened as objectively as possible. Separate what you observed from what you believe someone intended.

01

Conflict Overview

People involved: _____

Date issue began: _____

General issue: _____

Desired resolution: _____

02

Important Contacts

NAME	ROLE	PHONE	EMAIL



EDGEWATER COACHING NOTE

Keep this page current as new people become involved — a witness, an attorney, a building manager. A complete contact list saves time later.

03

Incident Log

This is your master record. Add a new row for every relevant incident, in order.

DATE	TIME	LOCATION	PEOPLE PRESENT	WHAT HAPPENED	WHAT WAS SAID	ACTION TAKEN	EVIDENCE / DOCS	FOLLOW- UP

04

Communication Log

DATE	METHOD	PERSON	SUMMARY	RESPONSE	FOLLOW-UP

05

Document Checklist

- ☐ Emails
- ☐ Texts
- ☐ Contracts
- ☐ Invoices
- ☐ Receipts
- ☐ Photos
- ☐ Videos
- ☐ Letters
- ☐ Payment records
- ☐ Court papers
- ☐ Other

06

Payment / Money Log

Complete where money is part of the dispute.

DATE	AMOUNT	PURPOSE	METHOD	PAID BY	RECEIVED BY	DOCUMENTATION

07

Resolution Attempts

What I Proposed

What They Proposed

WHAT HAPPENED?

e

EDGEWATER COACHING NOTE

A clear record of what each side proposed is often the single most persuasive document you can bring to mediation.

08

Open Issues

What still needs to be resolved?

09

Next Steps

1.
2.
3.
4.

Important: this log is a factual record for your own organization and for mediation or advisory use. It should not be used to encourage secret recording, retaliation, surveillance, harassment, or confrontation.