



## EVENT ARTICULATION SHEET (EAS)

### DIRECTIONS:

To ensure the assembly can review and assist you as effectively as possible, please fill out this worksheet to articulate your situation in a organized legal manner. This documentation can be used for any situation and will become the most valuable piece of framework in your pursuit.

### DOCUMENTATION GUIDELINE:

#### 1. Complete the Event List (Chronological, Objective Events):

In the "Event List" section of the form, enter each significant event in the exact order it happened.

Use a neutral, factual tone as if you are a third-party observer

(example: "On March 2, 2024, Mr. Jones received a letter from the county clerk").

Avoid emotional language or opinions.

Assign the appropriate **Event Code** to each event using the provided list or code field.

#### 2. Catalog Your Evidence (Evidence List with Codes):

In the "Evidence List" section, record all items of evidence you have such as letters, emails, notices, audio recordings, videos, receipts, warrants, or other records.

Briefly describe each item (e.g., "Letter from landlord, dated Feb 5, 2024").

Assign each item its corresponding **Evidence Code** from the code field for clear reference.

#### 3. Build the Custom Timeline:

Use the "Timeline" area of the worksheet to lay out your events in chronological order.

- For every entry, write the date (and time, if possible) and a concise description of the event.
- List the people, organizations, and any reference numbers (case number, invoice, warrant, etc.) involved.

#### 4. Link Evidence to Events in the Timeline:

For each timeline entry, connect any related evidence by filling out the information for the event.

Use the Exhibit reference field (e.g., "Exhibit A, Exhibit B") as needed for cross-referencing.

#### 5. Affidavit-Style Event Statements:

In the "Event Statements" section (located directly under each event), write a clear, detailed, and factual description of the event as if you are a neutral third-party witness.

Reference the supporting evidence from your Evidence List using the assigned codes and/or exhibit references.

For example:

"On [date], [name] [describe the event], as supported by [Evidence Code/Exhibit]."

Include only details you can prove or reasonably support with evidence.

Keep these statements concise—usually 2-5 sentences each.



### **6. Organize and Attach Exhibits:**

Clearly label each item of evidence as an exhibit (e.g., Exhibit A, Exhibit B) with its matching Evidence Code.

Refer to these codes and exhibits in your timeline entries and affidavit statements.

If submitting physical documents, attach labeled copies (not originals).

For digital evidence, indicate file names and storage locations in the Evidence List.

### **7. Final Review and Submission:**

Check your Timeline, Event List, and Evidence List to ensure all events are matched to evidence and codes.

Confirm that all codes, references, and exhibits are consistent and clear throughout the form.

- Sign and date your completed form where indicated.

- If possible, have a neutral third party or assembly member sign as a witness in the witness area for credibility.

- Submit your complete package (form, timelines, exhibits, and evidence copies) as instructed—by electronic or physical means per assembly directions ([www.shieldofsouls.com/contact](http://www.shieldofsouls.com/contact)).

### **Tips:**

- Always keep your original documents unless specifically instructed to submit them.

- If any events are missing or unclear, acknowledge this honestly in the form's additional notes section.

- Clear and objective documentation will make your submission easier to review and strengthens your case.

### **Summary:**

Think of your completed worksheet as a clear, step-by-step story, with each event and piece of evidence referenced by codes—much like chapters and footnotes—building a strong, organized, and objective record for the assembly or any official purpose.



**CODES FOR LIST OF EVENTS**

(LIST OF EVENTS ARE ON THE NEXT PAGE)

Receipt of letter, email, or official notice (Code: RCPT)

Phone call or voicemail received/made (Code: PHON)

In-person meeting (Code: MEET)

Service of notice/warrant (Code: SERV)

Property inspection/visit (Code: INSP)

Police or government encounter (Code: GOVT)

Payment made/received (Code: PAYM)

Medical appointment or treatment (Code: MEDC)

Employment or job action (Code: EMPL)

Public hearing or court date (Code: COUR)

Incident/accident (describe) (Code: INCD)

Threat, demand, or warning received (Code: THRT)

Other (describe): (Code: OTHR)

**LIST OF EVENTS**

(DOESN'T HAVE TO BE IN ORDER)

EVENT TITLE:		EVENT CODE:	<input type="checkbox"/> ADDED TO TIMELINE
START DATE:	END DATE:	DESCRIPTION:	
START TIME:	END TIME:		

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**LIST OF EVENTS**

(CONTINUED, PRINT MORE IF NEEDED)

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**CODES FOR LIST OF EVIDENCE**

(LIST OF EVENTS ARE ON THE NEXT PAGE)

Letter (physical) (Code: LETR)

Email (printed or digital) (Code: EMAL)

Text message/SMS (Code: SMSM)

Official notice (court, police, government) (Code: NTCE)

Voicemail or audio recording (Code: VOIC)

Video recording (Code: VIDE)

Photograph (Code: FOTO)

Receipt or invoice (Code: RCPT)

Bank/financial record (Code: BNKF)

Contract, agreement, or statement (Code: CONT)

Medical record/document (Code: MEDR)

Witness statement/affidavit (Code: WITN)

Police or incident report (Code: REPT)

Legal document (summons, warrant, etc.) (Code: LEGL)

Social media message/post (Code: SOCM)

Screen capture (Code: SCRN)

Other (describe): (Code: OTHR)



## LIST OF EVIDENCE

(DOESN'T HAVE TO BE IN ORDER)

EXHIBIT LETTER:	TITLE:	EVIDENCE CODE:	ADDED TO:
START DATE:	END DATE:	DESCRIPTION:	<input type="checkbox"/> TIMELINE
EVENTS ASSOCIATED:			<input type="checkbox"/> STATEMENTS
			<input type="checkbox"/> CASE FILINGS

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TIMELINE NUMBER:

TIMELINE TITLE:

**TIMELINE**  
(PRINT MORE IF NEEDED)

EVENT #:	TITLE:		
DATE START:	DATE END:		
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EXHIBITS ASSOCIATED:			
SHORT DESCRIPTION:			

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EVENT #:	TITLE:		
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**EVENT STATEMENTS:**

(STATEMENT #1 SHOULD BE THE FIRST EVENT THAT HAPPENED, PRINT MORE PAGES IF NEEDED)

<b>STATEMENT #:</b>	<b>EVENT TITLE:</b>	<b>EXHIBITS ASSOCIATED:</b>
<b>PARTIES ASSOCIATED:</b>		<b>NOTES:</b>
<p style="text-align: center;"><b>STATEMENT:</b></p>		

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**CONFIRMATION:**

You, the member confirms that the above information is accurate by dating and signing below:

“Member” \_\_\_\_\_

Name:  Date: \_\_\_\_\_

☐ RECORD RECIEVED

**ADMINISTRATIVE USE ONLY:**

Admin Recieving:

Admin Signature: \_\_\_\_\_

Date: \_\_\_\_\_