

CO-PARENTING RECORDS | PRINTABLE WORKSHEET

Neutral custody exchange note

A calm, repeatable worksheet for recording one handoff with direct observations, exact words, sources, and visible corrections.

RECORDKEEPING, NOT LEGAL ADVICE

Follow court orders and qualified professional guidance. For an urgent safety issue, use appropriate local or professional support rather than relying on a worksheet or app.

01 EXCHANGE BASICS

DATE

MM / DD / YYYY

LOCATION

SCHEDULED TIME

ACTUAL START TIME

ACTUAL END TIME

PEOPLE PRESENT

Use names and roles a neutral reader can follow

02 THE SEQUENCE

BEFORE THE EXCHANGE

What happened immediately beforehand?

DURING THE EXCHANGE

What did you directly observe?

IMMEDIATELY AFTERWARD

What happened next?



NEUTRAL CUSTODY EXCHANGE NOTE

Words, sources, and a final neutrality check

03 EXACT WORDS OR COMMUNICATION

WHO SPOKE OR SENT IT

METHOD

In person, text, email, call, app

EXACT WORDS, IF REMEMBERED

Use quotation marks only for words you can reproduce accurately.

04 SOURCES KEPT WITH THE NOTE

- ☐ Original text or message thread
 ☐ Uncropped screenshot
- ☐ Photo or video I had a right to make
 ☐ Receipt, school note, or other document
- ☐ No attachment - this is a direct observation

05 CORRECTION OR UNCERTAINTY

ANYTHING APPROXIMATE, UNCERTAIN, OR CORRECTED LATER

Say approximately when needed. Date a correction instead of quietly rewriting the original.

30-SECOND NEUTRALITY CHECK

- ☐ A stranger could follow the sequence.
 ☐ I separated observations from conclusions.
- ☐ Names, dates, and times are as precise as possible.
 ☐ I kept useful sources and context.
- ☐ I would stand behind this wording later.

KEEP THE WORKSHEET. PRESERVE THE TIMELINE.

Notarus preserves what you record. It does not decide who is right.
notarus.app/resources/custody-exchange-note

