

Attorney Handoff Packet Checklist

Lawyers bill for time. Hand over an organized packet and that time goes to advice and strategy instead of sorting your documents.

1. Case basics (one page)

- ☐ Case number(s), court, judge
- ☐ Next hearing dates and deadlines
- ☐ Every current order
- ☐ Names and ages of the children
- ☐ Other parent's attorney, if any

2. One-page summary

- ☐ What you want (in two or three sentences)
- ☐ Your top three concerns, each tied to the child
- ☐ What has changed since the last order

3. Timeline

- ☐ Master timeline in date order, facts only
- ☐ Each entry linked to an exhibit number

4. Evidence

- ☐ Evidence index
- ☐ Exhibits numbered to match the index
- ☐ Originals kept safe (bring them only if asked)

5. Communications

- ☐ Message log or export of texts/emails (filtered to the relevant dates)
- ☐ Co-parenting app records

6. Money

- ☐ Income documents, support orders, payment history
- ☐ Receipts for shared child expenses

7. People

- ☐ Witnesses and what each saw first-hand
- ☐ Professionals involved (teacher, doctor, counselor, guardian ad litem, evaluator)

8. Your questions

- ☐ Written list of questions, most important first

Leave at home. Thousands of unsorted screenshots, long narratives without dates, and anything you have not read yourself. Bring the organized version and offer the rest if asked.

General template for organizing your own information. It is not legal advice and not a court-approved form. Court rules and required forms vary by state and county, so check your court's local rules and self-help center. Doing this by hand takes hours: Custody Commander organizes evidence, builds your timeline and exports court-ready PDFs — free tier and a 14-day free trial at custodycommander.com.