

# Digital & Social Media Evidence Checklist

Use this checklist when gathering digital or social media material that may be relevant to a legal matter in England and Wales.

- Have I identified only material that is relevant to the legal issues?
- Have I captured full screenshots including dates, times, usernames and context?
- Have I kept original files or message exports where possible?
- Have I avoided editing, cropping or annotating the original material?
- Have I recorded when, how and by whom the evidence was collected?
- Is the material stored securely and backed up?
- Can the identity of the sender or account holder be explained if challenged?
- Have I considered data protection and third-party privacy issues?
- Is the evidence organised logically with a brief summary for each item?
- Have I checked court or solicitor guidance on format and submission?
- Have I sought legal advice if I am unsure about admissibility or legality?