

Case Intake

Record the reported experience, access permission, and the scope of the case.

Case ID / intake date

Contact name / preferred contact

Site / general location

Reported experience (witness account, not verified)

Dates, times, frequency, and duration

Other witnesses / existing recordings

Known site hazards and access restrictions

Owner permission / consent status

Investigation questions and proposed scope

OBSERVE > DOCUMENT > TEST > ANALYZE > ATTEMPT TO EXPLAIN > REPORT

Keep originals. Record times, units, uncertainty, contamination, and source references.

E0 Explained | E1 Probably Explained | E2 Insufficient Information | E3 Unresolved | E4 Anomalous

E4 does not automatically establish a paranormal cause. Use continuation sheets if needed.