

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.

Witness Interview

Preserve the witness account without suggesting an interpretation.

Case ID / interview date and time zone

Interviewer / witness identifier

Consent to interview or record

Witness account in their own words

Position, visibility, and conditions

Exact sequence and approximate duration

What was observed versus inferred?

Other witnesses / independent accounts

Follow-up questions / uncertainty

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Historical Research

Separate documented history from stories and unverified claims.

Case ID / researcher / date

Research question / site

Source title / author / date

Source URL, archive, or reference ID

Documented information / page reference

Unverified claims and source origin

Independent corroboration / conflicts

Relevance to reported event

Source limitations / next steps

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Site Survey

Map access, ordinary activity, hazards, and likely sources of interference.

Case ID / surveyor / date

Site area / room identifiers

Authorized access and boundaries

Entrances, exits, and occupancy

Electrical systems / plumbing / HVAC

Nearby roads, radio sources, animals

Lighting, reflective surfaces, acoustics

Hazards / emergency exit plan

Controls and investigation locations

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Environmental Baseline

Establish ordinary conditions before flagging a change.

Case ID / observer / date

Location / time / time zone

Temperature / humidity / units

EMF reading / unit / meter range

Ambient light and sound conditions

HVAC, electrical loads, nearby devices

Instrument ID / calibration or check

Baseline duration / repeat measurements

Expected variation / uncertainty

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Equipment Deployment

Record device positions, settings, checks, and synchronized clocks.

Case ID / deployment date

Device ID / make / model

Operator / location / orientation

Start / stop time / time zone

Settings / range / sample rate

Clock offset / synchronization method

Battery / storage / calibration check

Nearby devices / interference controls

Changes, failures, and retrieval notes

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Investigation Map

Locate instruments, people, exits, and known interference sources.

Case ID / map author / date

Site / floor / area

Orientation / scale / location legend

Layout sketch or attachment reference

Equipment positions and device IDs

Witness and investigator positions

Electrical sources / HVAC / entrances

Restricted areas / emergency exits

Map changes / revision history

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Master Timeline

Keep events and device records on one time reference.

Case ID / recorder / date

Master clock / time zone / clock offsets

Session start / stop

Time / event / location / source

Investigator movement and speech

Instrument changes / readings / units

Ambient sounds, light, HVAC activity

File IDs / timestamps / cross-references

Unknown timing / corrections

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EVP Session Log

Document an audio session with context and contamination markers.

Case ID / session ID / operator

Location / date / time zone

Recorder ID / settings / clock offset

Participants / positions / nearby sound sources

Baseline and control recording references

Time-stamped questions / pauses / speech

Movement, handling, radio, and ambient sounds

Original file ID / candidate timestamps

Independent review / ordinary explanations

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Spirit Box Session Log

Record radio sweep settings and account for broadcast fragments.

Case ID / session ID / operator

Location / date / start and stop time

Device / band / sweep rate / direction

Radio reception / nearby transmitters

Participants / questions / timing

Perceived phrase / original timestamp

Radio fragments / overlap / expectations

Control sessions / reviewer agreement

File ID / alternative explanations

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EMF Anomaly Log

Track an unusual reading alongside meter limits and electrical sources.

Case ID / observer / location

Date / time / time zone

Meter ID / range / units / check

Baseline / reading / duration

Position / orientation / distance

Nearby wiring, loads, phones, radios

Repeat measurements / control checks

Correlated observations / file references

Conventional explanation / unresolved limits

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Temperature Anomaly Log

Document a temperature change and test normal environmental causes.

Case ID / observer / location

Date / time / time zone

Sensor ID / measurement type / units

Baseline / reading / uncertainty

Position / distance / surface or air

HVAC, airflow, doors, humidity

Repeat / comparison sensor / controls

Associated observations / file IDs

Conventional explanation / limitations

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Photography Log

Preserve capture conditions, original files, and potential artifacts.

Case ID / photographer / date

Camera / lens / device ID

Photo ID / original filename

Time / time zone / location

Exposure / flash / focus / settings

Camera position / subject / lighting

Dust, moisture, reflections, movement

Editing / derivative reference

Original storage / review notes

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Video Log

Connect footage to camera setup, scene context, and original media.

Case ID / operator / date

Camera ID / resolution / frame rate

Original file ID / start and stop time

Time zone / clock offset

Location / view / lighting / IR

Participants / movement / scene changes

Candidate timestamp / observation

Compression, reflections, autofocus checks

Original storage / review references

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Audio Evidence Review

Review audio independently before sharing suggested words.

Case ID / reviewer / review date

Original file ID / candidate timestamp

Playback method / processing / version

Unprompted listener description

Confidence / reviewer disagreement

Nearby speech / radio / handling sources

Control / comparison / repeat review

Interpretation limits / context gaps

Classification rationale / next steps

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Visual Evidence Review

Test camera and scene artifacts before drawing a conclusion.

Case ID / reviewer / date

Original file ID / frame or timestamp

Observed feature without interpretation

Exposure, focus, IR, compression checks

Dust, insects, moisture, reflection checks

Scene reconstruction / control capture

Independent reviewer findings

Edits / derivative IDs / limitations

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Contamination Log

Record interference and preserve it in the final analysis.

Case ID / observer / session

Date / time / time zone / location

Potential contamination source

Affected device / file / interval

Investigator movement / speech / handling

External sound / light / radio / airflow

How source was identified or tested

Corrective action / control results

Residual uncertainty / report reference

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Alternative Explanation / Debunking Worksheet

Test competing explanations and record negative or inconclusive results.

Case ID / reviewer / date

Event / original evidence references

Conventional explanation to test

Prediction / variables / controls

Procedure / repetitions / instruments

Observed result / supporting records

Supports, weakens, or leaves hypothesis open

Limitations / untested explanations

Next test / reporting language

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Digital Evidence Chain of Custody

Track original media, checksums, transfers, and analysis copies.

Case ID / custodian / date

Original file ID / filename / device

Capture date / time zone / clock offset

Checksum algorithm / value

Original read-only storage location

Transfer: from / to / time / purpose

Analysis copy / derivative ID / edits

Access history / integrity verification

Backup location / restrictions

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Personal Experience Report

Preserve a subjective experience separately from measured findings.

Case ID / reporter identifier / date

Location / time / time zone

Experience described without interpretation

Duration / position / sensory conditions

Other people / independent observations

Instrument readings or recordings, if any

Fatigue, expectations, environmental factors

Known explanation / uncertainty

Consent / privacy / follow-up

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Investigator Debrief

Collect independent accounts, procedural issues, and next steps.

Case ID / investigator / debrief date

Assigned role / locations / sessions

Independent observations before discussion

Important timeline / file references

Contamination / equipment problems

Departures from procedure / limitations

Candidate events / conventional explanations

Follow-up tests / preservation tasks

Review agreement / unresolved differences

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Final Investigation Report

Report methods, records, tested explanations, and the limits of findings.

Case ID / author / report version and date

Scope / permissions / privacy restrictions

Summary of reported experiences

Methods / baseline / equipment / controls

Observed events / readings / file IDs

Contamination / alternative tests / outcomes

Evidence classification E0-E4 / rationale

Limitations / unresolved questions

Conclusions / next steps / reviewer

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