

Keeping a Contemporaneous note:

Below is definition of the note.

It should be written, printed, sealed in an envelope with twine and melted postal wax on the outside and sent by registered post. **Only to be opened in case of litigation or tribunal or some such legal need. Once opened its power by seal is dispelled.**

Notes should be made **contemporaneously**. This is defined as an accurate record, made at the time, or as soon after the event as practicable. It is a record of relevant evidence which is seen, heard or done, by the maker of the **note**.

If time and money is an issue. (Sending a recorded delivery note is about £6). Another suggestion is setting up a separate email account*.

An email cannot be changed once it is sent unless it is forwarded. There is a timeline and if you send the emails and never open them until required they should form a kind of and acceptable contemporaneous note.

Adapted by Steve Turner from an email by Cyan Irwin dated 26/10/15

*At the time of writing we have not verified the legal status of this.