Chain of Custody Form

Sample form for ChatGPT, Claude, and other AI chat exports

Complete one form for each export file. Record every date and time with its time zone. Work only from verified copies.

1 Matter

MATTER NAME

MATTER OR CASE NUMBER

CLIENT

RESPONSIBLE ATTORNEY

FORM PREPARED BY

2 Custodian and source account

CUSTODIAN NAME

ACCOUNT IDENTIFIER *(email or user name)*

PLATFORM

☐ ChatGPT ☐ Claude ☐ Microsoft Copilot ☐ Gemini ☐ Other: _____

ACCOUNT TYPE

☐ Personal (consumer) ☐ Business, Team, or Enterprise ☐ Unknown

COLLECTION METHOD

☐ Supervised self-service export ☐ Forensic collection by vendor ☐ Other

SESSION SCREEN RECORDED? *(Y/N)*

RECORDING FILE NAME AND LOCATION

3 Export and original file

EXPORT REQUESTED *(date, time, time zone)*

EXPORT LINK RECEIVED *(date, time, time zone)*

FILE DOWNLOADED *(date, time, time zone)*

DOWNLOADED TO *(device and folder)*

FILE NAME

FILE SIZE *(bytes)*

HASH ALGORITHM *(SHA-256)*

HASH VALUE OF ORIGINAL FILE *(full value)*

HASH TOOL AND COMMAND USED

HASH CALCULATED *(date, time, time zone)*

COLLECTED BY

WITNESSED BY

4 Evidence copy and verification

EVIDENCE STORAGE LOCATION *(path or system)*

HASH VALUE OF EVIDENCE COPY *(full value)*

HASHES MATCH? *(Y/N)*

VERIFIED BY

VERIFIED ON *(date, time)*

AUTOMATED INTELLIGENT SOLUTIONS, INC.

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Transfer log, notes, and certification

5 Transfer log

Record every handoff of the original or a copy. Recalculate the hash at each transfer and compare it with the value in Section 3.

#	Date, time, time zone	Released by (name, signature)	Received by (name, signature)	Purpose or reason	Hash match?
1					
2					
3					
4					
5					
6					
7					
8					
9					

6 Notes

NOTES, EXCEPTIONS, AND PROBLEMS *(for example: link expired and export requested again)*

7 Certification

I certify that I collected, hashed, and stored the file described above as recorded on this form, and that the information on this form is true and accurate to the best of my knowledge.

COLLECTED BY (SIGNATURE) _____ **DATE** _____ **WITNESSED BY (SIGNATURE)** _____ **DATE** _____

Good practice

- Hash the original ZIP file at once, then hash every copy and compare the full values, not the first few characters.
- Keep the original read-only. Do all review and processing on verified copies.
- Keep the screen recording and this form with the evidence. They show how the export was made and who handled it.