

Name: _____

COMM LOG

Collection Communications Log

Creditor / Debt Collector: _____

INSTRUCTIONS:

1. **PLEASE** immediately **WRITE DOWN EVERY COMMUNICATION** you have with any creditor/debt collector, whether by letter, by phone or by message. Make detailed notes of any conversations you have with a debt collector during the conversation. Keep this log next to your phone.
2. **SAVE** every single voice mail, answering machine message, collection letter, and paper message. **DON'T THROW ANYTHING AWAY**, including the envelopes that the collection letters come in or anything included with the collection letter.

Date of Call? (MM/DD/YY)	Time of Call? (00:00 AM)	Phone Call, Voice Mail, Letter, Paper Message?	Caller's Name?	Telephone Number Calling From?	What Did Collector Say? Was the Call Auto-Dialed? Amount Demanded? Payment Terms? Threats? Profanity? Harassment? Legal Action? Calls to Friends or Neighbors? Abuse? (Use as many lines or pages as needed)
1					
2					
3					
4					
5					
6					
7					
8					

ATTORNEY CLIENT PRIVILEGED / ATTORNEY WORK PRODUCT

LNDandB violations log (TEMPLATE).doc

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