CHECKLIST

Witness Statement Checklist: Steps to Take Before and After You Sign

- [ ] Write down your own notes of what you remember while the details are fresh
- [ ] Correct anything that does not match what you actually said
- [ ] Request a copy of the signed statement for your own records
- [ ] Keep your copy somewhere private and do not discuss it with other witnesses
- [ ] Report any threats or intimidation to the police immediately
- [ ] Contact the witness care unit if you have concerns about safety or support
- [ ] Refresh your memory by reading your statement before you attend court