This resource was adapted from the *Forensic Magazine* Web site on July 16, 2018.

Kelly, M. (2012, May 30). Report writing guidelines. *Forensic Magazine.* Retrieved from https://www.forensicmag.com/article/2012/05/report-writing-guidelines

**Title Page –** This includes case name, date, investigator name, and contact information.

**Table of Contents (ToC) –**This would be written at the end and can be great with long reports so the reader can go right to the section.

**Executive Summary –** This is a high-level view of important findings without having to get into specifics. If your audience does not want to read the entire report, they can read this section to get a summary of the important findings.

**Objectives –**This section is especially important to include if you were asked to perform a targeted investigation. What type of investigation will you perform—live, powered down, etc.

**Evidence Analyzed –**This should include serial numbers, hash values (MD5, SHA, etc.), and custodian information, if known. If pictures were taken at the scene, you may want to include them here.

**Steps Taken –**Include software and hardware used. Don’t forget to include version numbers. State the search terms used, what areas of the device were examined, what preservation activities you have taken, etc. The steps and the same conclusion must be reproducible.

**Relevant Findings –**This relates to Documents of Interest, Internet Activity, Software of Note, USB Devices, Mobile Devices, and so on.

**Time Line –** This is a chronological time line of events of the crime, and the execution of the case.

**Conclusion –** Highlight the important issues. This often comes in the form of a numbered list of concise findings.

**Signature –** Include a signature section that can be printed out and signed.

**Exhibits –** This can be your Curriculum Vitae and Chain of Custody documentation, respectively. This is optional.