

Lay/Buddy Statement Planner

Purpose: Help you identify whether another person has firsthand observations that may add useful context, without telling that person what to say.

A USEFUL LAY STATEMENT IS INDEPENDENT EVIDENCE, NOT AN ECHO OF YOUR STATEMENT.

Your role: Identify someone who may have relevant firsthand observations and give them Tool 14B. Do not write their facts for them.

Person	Relationship	What They Personally Observed	Approximate Period	Would Their Perspective Add Information?
				☐ Yes ☐ No ☐ Unsure
				☐ Yes ☐ No ☐ Unsure
				☐ Yes ☐ No ☐ Unsure
				☐ Yes ☐ No ☐ Unsure
				☐ Yes ☐ No ☐ Unsure
				☐ Yes ☐ No ☐ Unsure
				☐ Yes ☐ No ☐ Unsure

Before You Ask Someone

- ☐ Do they have something they personally saw, heard, or experienced?
- ☐ Would their perspective add information or context rather than simply repeat what you already wrote?
- ☐ Can you give them the statement builder without telling them what conclusion to reach?
- ☐ If no one has useful firsthand observations, that is an acceptable answer.

What to Send

Send Tool 14B: Lay/Buddy Statement Builder. You may explain the general condition or time period you are organizing, but the writer should decide what they personally remember and how to describe it.

Do Not Script the Witness

Avoid giving someone a completed version of what you want them to say. The purpose of Tool 14B is to provide structure while preserving the writer's independent observations and voice.

You can provide the structure. You cannot provide someone else's observations.