Cyberbullying Evidence Checklist: Save Messages, Screenshots and a Reviewable PDF

Cyberbullying may involve repeated insults, humiliating messages, group attacks or coordinated harassment. Reporting is easier when the record shows context rather than isolated screenshots and when the affected person controls who receives the sensitive material.

Important: This is practical documentation guidance, not legal advice or an official police form. A chat PDF is a supporting copy, not a guaranteed admissible record or a substitute for the original conversation. For urgent safety concerns contact appropriate local emergency services. Confirm current procedures directly with the relevant authority.

Define the pattern without exaggerating

Keep a chronology that distinguishes a single rude message from repeated or coordinated abuse. Record group names, usernames, message dates, public links and whether the behavior moved between channels.

If a child or teenager is involved, involve a trusted adult and prioritize their immediate well-being. Avoid unnecessarily distributing the messages to classmates or online groups.

Capture context, not only the worst line

Screenshots should show the surrounding messages and, where visible, the account identity and date. Include a brief note explaining deleted items, edits or missing media; do not reconstruct content as though it were present.

A PDF export is useful for a longer sequence: open the chat, use Auto Scan where needed, create the file, and verify the earliest and most recent relevant message. Use a complementary ZIP when accessible media matters.

Protect private details

A police officer, school safeguarding contact or trusted adviser may need different levels of detail. Keep an unredacted preservation copy privately and make a separately labelled sharing copy when redaction is appropriate and permitted.

Never alter the original source to match the redacted copy. Avoid including unrelated family messages or another child’s private information unless specifically necessary for context.

Choose where to report

Use the platform’s reporting and blocking controls when safe. If threats, extortion, stalking or other serious misconduct are involved, contact the relevant authorities rather than relying solely on a platform report.

In Bangladesh, local police and Bangladesh Police’s official web channels are starting points; assistance and procedures may differ by incident. Keep the incident/reference number and the date you reported.

Follow up with a clear record

Store the original files, a short index of attachments and any response from the platform or police. Capture later messages separately with their actual dates instead of silently editing the original PDF.

Make a simple evidence log recording file name, source, date captured, who received a copy and whether the file is complete. This helps a reviewer understand the sequence without guessing.

Practical step-by-step checklist

1. Write a factual, date-ordered chronology of repeated behavior.
2. Preserve original chats, surrounding screenshots and identifiable links.
3. Export the relevant chat to PDF and verify its chronological order.
4. Limit sharing to trusted recipients and the official reporting process.
5. Maintain an evidence log and any acknowledgement or case reference.

Complaint outline (not an official form)

Cyberbullying record

Date/time and platform: _____

Accounts or groups involved: _____

Repeated behavior observed: _____

Supporting files and URLs: _____

Actions already taken (report/block/contact): _____

Next planned follow-up: _____

Common questions

Should I post the PDF publicly to expose a bully?

Usually avoid public disclosure. It can spread private details, harm other people and complicate a report.

Can Chat Exporter Pro collect deleted messages?

Do not assume it can. It works with supported content that is available to the browser at export time.

Relevant official resources

Bangladesh Police — official site — https://www.police.gov.bd/

Bangladesh Police — Online GD — https://gd.police.gov.bd/

Online article: https://chat-exporter-pro.com/blog/cyberbullying-evidence-chat-pdf-reporting-guide.html