

Music Copyright Evidence Checklist

Everything a copyright attorney will want to see — collected in one place before evidence disappears.

1. Evidence of the unauthorized use

- Direct URL(s) of every infringing post, page, or ad
- Full screen recording with audio of each video/reel/story
- Full-page screenshots showing URL bar, timestamp, and content
- Exact portion of the song used (start second → end second, total duration)
- View, like, comment, share counts at time of capture
- Any product tags, calls-to-action, or purchase links

2. Evidence about the infringer

- Account handles, display names, linked websites
- Business entity name, storefront address, contact email/phone
- Whether the account is personal, creator, or business
- Any prior DMs, emails, or contact with the infringer

3. Evidence of your ownership

- Copyright registration certificates (composition AND sound recording)
- Split sheets showing songwriter percentages
- Producer agreements, work-for-hire, beat licenses
- Distribution paperwork (DistroKid, TuneCore, UnitedMasters, label)
- Original session files, stems, creation-date metadata

4. Prior licensing history

- Any sync/master/mechanical licenses granted for this song
- Rate cards or prior quotes for similar uses (helps damages)
- Prior takedowns, CCB claims, or settlements on the same work

5. Organize it

- Single dated folder named clearly (e.g. 2026-07-17 — Acme Restaurant Reel)
- Subfolders: URLs, Screenshots, Screen Recordings, Ownership, Correspondence
- Upload the folder as part of your GeeseTrace Intake

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