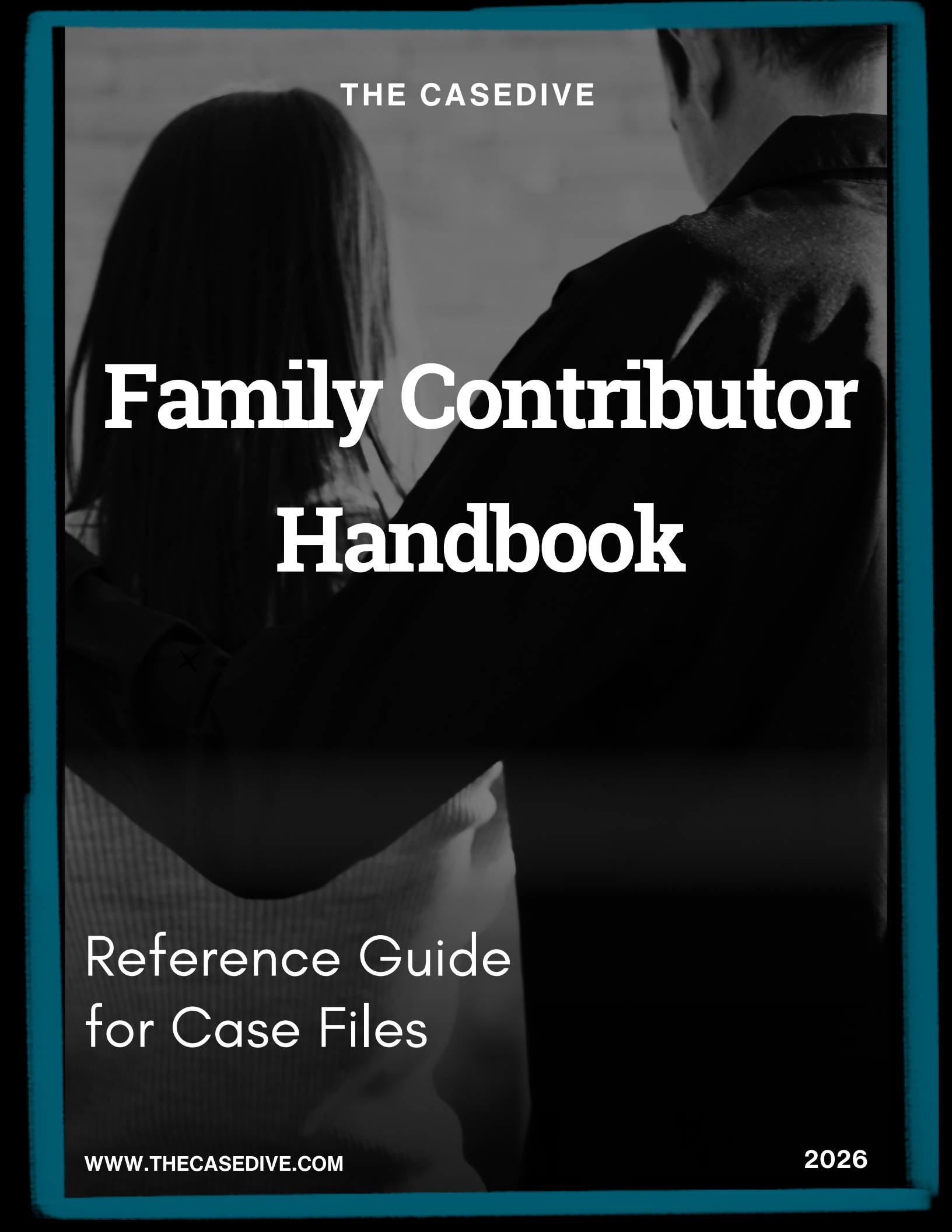




THE CASE DIVE

Family Contributor Handbook

Reference Guide
for Case Files



Welcome to The CaseDive

First and foremost, thank you for considering participation in The CaseDive.

We understand that behind every case are real people, real families, and real lives affected by tragedy, uncertainty, public attention, and ongoing discussion. Our goal is to create a more organized, respectful, and research-focused environment where case materials, timelines, documents, media, and community discussion can be preserved and explored in a structured way.

The CaseDive is designed differently from traditional social media discussion groups. Instead, it operates as a collaborative archival and research platform focused on long-term preservation of case-related information.

Family participation is welcomed and valued here.

At the same time, The CaseDive maintains a separation between:

- archival documents and research materials
- public/community discussion
- and personal or family perspectives

This distinction is intentional. It helps preserve clarity, neutrality, and respectful boundaries for everyone involved, including families, researchers, contributors, creators, and community members.

The purpose of this handbook is to explain:

- how The CaseDive works
- how Family Contributor participation functions
- how materials are submitted and organized
- and how we work together to create a respectful and structured archival environment.

We are grateful for your willingness to participate, contribute, and help preserve information in a more organized and accessible way for others.

DESIGNER AND CREATOR OF
THE CASEDIVE



How the Case File Process Works

The CaseDive uses a structured setup and review process for all Family Contributor case files. This process helps ensure that each Case File is organized, respectful, and prepared before becoming publicly available.

1 Initial Contact

Families or representatives may contact The CaseDive to discuss creating a case file. This may include:

- immediate family members
- extended family
- close representatives
- advocates working directly with the family

Initial contact may include:

- basic case information
- concerns or goals for participation
- existing materials or documents
- requests for specific sections or features

2 Family Contributor Handbook

Before a case file is created, families receive the Family Contributor Handbook explaining:

- how the platform works
- how archival organization functions
- how Family Statements are handled
- how materials are submitted and reviewed
- and how participation works within the research environment

This helps establish clear expectations and structure from the beginning.

3 Initial Material Submission

Families may email materials directly to The CaseDive for initial setup and organization.

These materials may include:

- photographs
- timelines
- public statements
- interviews or podcast appearances
- fundraiser links
- media references
- court or public records
- research documents
- memorial materials
- or other case-related information

Materials intended for the Family Statements section are reviewed and organized separately from research archives and discussion areas.

4 Case File Building & Organization

The CaseDive then builds and organizes the case file structure before publication.

This may include:

- Timeline & Overview sections
- Files and archival organization
- Research Tools
- Family Statements sections
- media organization
- category/tag organization
- connections maps or related resources

The goal is to launch case files with structure already in place rather than allowing information to become disorganized.

How the Case File Process Works

5 Family Preview

Before the case file becomes public, families are provided an opportunity to preview it and review:

- submitted materials
- Family Statements sections
- organization/layout
- sensitive content concerns

6 Public Launch

Once approved, the case file becomes publicly available within The CaseDive research community.

At this point:

- research discussions may begin
- archival materials become accessible
- submissions may be accepted through the archive intake system
- and research community participation may grow

7 Ongoing Updates & Submissions

Additional Family Statements, interviews, updates, links, pictures, memorial materials, or other family-related content should continue being submitted directly to The CaseDive via email for review and organization.

This process helps:

- preserve structure
- maintain respectful boundaries
- reduce misinformation and duplicate posting
- and keep archival and discussion areas uncluttered.



Public Availability & Archival Acknowledgement

By reviewing and approving a CaseDive case file for publication, participating families acknowledge that submitted materials, Family Statements, and approved archival content are intended to become publicly viewable within The CaseDive research archive.

Case Files are designed to function as long-term archival and research spaces.

Once published, materials may continue being preserved as part of

the ongoing historical and research record surrounding a case.

The CaseDive reserves the right to reorganize, moderate, restrict, pause, or remove case files or related materials if platform standards, moderation policies, safety guidelines, or archival structure are no longer being respected or maintained.

This policy exists to help preserve a respectful, organized environment for our community members.

How Family Contributors Participate

Family Contributors are welcome participants within The CaseDive community .

The goal of Family Contributor participation is not to replace research discussion or control community interpretation of a case. Instead, it is to help preserve important context, materials, perspectives, and information while maintaining respectful boundaries between archival documentation, public discussion, and personal/family viewpoints.

Family Contributors May:

- participate in Research Discussion conversations
- contribute documents, records, timelines, photographs, and research materials directly to The CaseDive by email
- maintain respectful member profiles
- participate socially within community areas such as the Watercooler
- provide updates, interviews, statements, memorial information, or advocacy resources via email to The CaseDive for review and archival organization

Family Statements & Family Materials

The Family Statements section exists as a dedicated space for:

- personal statements
- updates
- interviews
- memorial materials
- fundraiser links
- advocacy efforts
- family-written content
- or other family-provided materials

These materials are intentionally preserved separately from research archives and discussion feeds in order to maintain clarity between:

- archival records
- public discussion
- and personal/family perspectives

The goal is to maintain respectful boundaries and preserve clarity between source documentation, community discussion, and personal/family viewpoints. Ensuring that family voices and materials remain visible and accessible within the larger case archive.

Why Structure Matters

Structured participation helps:

- reduce misinformation and duplicate posting
- preserve long-term organization
- protect contributor and family boundaries
- improve archival clarity
- and create a more respectful environment for everyone participating in the case community

This structure is intended to support all participants within the community.



Submitting Research Materials



The CaseDive uses an archival submission system to help preserve long-term search-ability, and reduce duplicate or misplaced materials within a case file.

All submissions are reviewed before publication.

Approved materials may later be:

- organized into archive sections
- tagged into appropriate categories
- connected to timelines or related materials
- or reorganized for long-term archival clarity by Case Caretakers or moderators

Submission Guidelines



Submitted materials are not automatically posted directly into research feeds.

Instead, materials are reviewed and may be:

- approved
- reorganized
- renamed for clarity
- grouped into archival categories
- connected to existing timeline entries
- or merged with existing materials when duplicates already exist

Review & Organization Process



To help preserve organization across the archive:

- Please check the existing Files section before submitting materials to avoid duplicates whenever possible.
- Include descriptions, source information, links, or context whenever available.
- Graphic crime scene photographs, autopsy images, or disturbing media should not be uploaded directly to the platform.
- Sensitive materials may instead be submitted through external links with appropriate warnings when relevant to documented case research.

Families are not expected to organize or structure materials perfectly before submission. Materials, statements, links, photographs, and other case-related content may simply be sent directly by email to The CaseDive for review and archival organization.



Research submissions may include:

- PDFs
 - screenshots
 - court records
 - FOIA documents
 - transcripts
 - timelines
 - research notes
 - public records
 - media references
 - publicly available photographs
 - supporting documentation
- or other archival research materials related to a case



THE CASEDIVE ECOSYSTEM

The CaseDive works alongside investigative creators, podcasts, researchers, document archivists, and community contributors in order to help preserve and expand case-related research materials.

Many of them contribute valuable visibility, interviews, timelines, public records, discussions, and archival materials that may otherwise eventually disappear.

At the same time, creators may also use The CaseDive to discover emerging cases that are overlooked, materials, or community research that may help bring renewed visibility and discussion to cases.

PRESERVATION & ACTIVE RESEARCH STATUS



Case Files within The CaseDive may move between active research discussion and preservation-focused archival status depending on case activity, moderation needs, family requests, or investigative developments.

Preservation status does not remove or delete a case file. Instead, it allows discussions, and materials to remain preserved and viewable even during quieter periods of activity.

Families, moderators, and case caretakers may request preservation review if a case file requires stabilization, reduced discussion activity, or long-term archival maintenance. If meaningful new developments arise, archived case files may later return to active research discussion status following administrative review.

COMMUNITY SUPPORT & PLATFORM GROWTH

The CaseDive is independently operated and continues evolving through community support and participation with the community.

Support received helps contribute toward:

- website hosting and infrastructure
- platform development and moderation tools
- archival preservation systems
- organizational improvements
- future research utilities
- and eventually helping procure public records and FOIA materials for additional cases

The long-term goal is to continue building a structured, respectful, and accessible archival environment that benefits everyone involved in the research community.



Final Note



Thank you again for taking the time to review the Family Contributor Handbook and for considering participation within The CaseDive research community.

The CaseDive is continuously evolving as new case groups, contributors and research is added. While the platform is structured around archival preservation, the overall goal remains simple:

To create a more respectful and accessible environment for preserving case-related materials and discussion.

We understand that every case, every family, and every situation is different. Questions, concerns, clarification requests, or future updates are always welcome and may be discussed directly with The CaseDive at any time.

Thank you for helping contribute to a more thoughtful and structured case research environment.

— The CaseDive
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