



DEFAMATION RESPONSE CHECKLIST

Use this guide to take control and protect your reputation.

- ☐ **Document Everything**
Save screenshots, URLs, timestamps, and usernames.
- ☐ **Stay Calm**
Avoid public retaliation or emotional responses.
- ☐ **Check Platform Policies**
Review the site's terms of service and defamation rules.
- ☐ **Submit a Takedown Request**
Use the platform's reporting tools to request removal.
- ☐ **Send a Cease-and-Desist Letter**
Issue a formal warning to the offender.
- ☐ **Consult a Legal Professional**
If the damage is serious, seek legal advice.
- ☐ **Track All Communications**
Keep records of emails, responses—eelegal steps.
- ☐ **Use Defamation Tracker Tools**
Response Wizard
Legal Directory
Incident Log