

DMCA Takedown Checklist

Action Checklist — ClearLegalTips.com (2026)

Send a valid takedown notice.

Prepare

- ☐ Confirmed you own the copyright (or are authorized to act for the owner)
- ☐ Confirmed the use is actually unauthorized (not a license, syndication, or your own post)
- ☐ Considered fair use before filing (commentary, criticism, parody, news reporting)
- ☐ Collected the infringing URLs and evidence

Send

- ☐ Found the host's designated DMCA agent or copyright portal
- ☐ Identified the copyrighted work (title, type, where the original appears)
- ☐ Listed every exact infringing URL (not "your site has my photos")
- ☐ Included your contact information (name, address, email or phone)
- ☐ Included the good-faith belief statement (Element 4)
- ☐ Included the accuracy statement under penalty of perjury (Element 5)
- ☐ Signed it (physical or electronic) and dated it

Follow Up

- ☐ Tracked the host's response / confirmation of removal
- ☐ Watched for a counter-notice under §512(g)
- ☐ If a counter-notice arrives and the work matters, filed a court action within the 10–14 business-day window
- ☐ Reported serial re-uploaders under the platform's repeat-infringer policy

INSTRUCTIONS FOR USE

How to use: Work top to bottom before and after you send your notice. The two sworn statements (good-faith belief and penalty-of-perjury) are legally required — a notice without them is routinely ignored. This checklist is general information, not legal advice; consult a licensed attorney for your specific situation.