

Amazon DLS Case Tracker

Keep every case number, deadline, upload, and message in one place. Screenshot everything, and note where each screenshot is saved. If a record ever conflicts with what the system shows, this sheet is your proof.

Your case

Case number:	Date opened:
Case type (leave / accommodation / other):	Opened via (A to Z / MyHR / phone):

Deadlines

What DLS asked for	Deadline	Submitted on	Done?

Uploads and documents

Date	Document uploaded	Confirmation screenshot saved where?

Calls, emails, and messages

Date	Who / channel	What was said or requested

Free guide and tracker from Certicare (certicare.org). Educational information, not legal or medical advice. Certicare is not affiliated with Amazon, DLS, MyHR, or A to Z. Employers and leave administrators make the final decision on each case.