

# Client Information Form

**Please complete this form, and bring it with you at your first meeting.**

**1a. Your personal details**

Your name:	Date of birth:
Home address:	
Post code:	
Email:	
Home phone:	Mobile:

Occupation:
Work address:
Post code:
E-mail:
Work Phone:

At which address/phone no./email is it most appropriate for me to contact you?      HOME / WORK

**1b. Confidentiality**

Do you want your address and/or contact details kept confidential?     Yes     No

**1c. Safety**

Has there been any domestic violence (Active or historical?)       Yes     No

Are there any concerns about child protection?                       Yes     No

If yes, please elaborate: .....

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**2. Relationship Information**

Name of your former husband/wife/partner .....

Their address and contact details: .....

..... Post code: .....

Email: ..... Tel: .....

Date of marriage: ..... Date of start of any cohabitation: .....

If separated, date of separation ..... (If separated, proceed to section 3)

Do you think that your relationship has come to an end permanently?  Yes  No  Not sure

Have you and your husband/wife/partner discussed divorce/separation?  Yes  No

Do you wish to discuss how to separate?  Yes  No

**3. Children:** Please provide the following information concerning any children you and/or your husband/wife/partner are parents to:

**1<sup>st</sup> Child:**

Name: ..... Date of birth: .....

If relevant, current place of education: .....

Any special needs? .....

**2<sup>nd</sup> Child:**

Name: ..... Date of birth: .....

If relevant, current place of education: .....

Any special needs? .....

**3<sup>rd</sup> Child:**

Name: ..... Date of birth: .....

If relevant, current place of education: .....

Any special needs? .....

**4<sup>th</sup> Child:**

Name: ..... Date of birth: .....

If relevant, current place of education: .....

Any special needs? .....

*Please continue on a separate page if there are more than four children, or if there are any other child dependants.*

With whom are the children currently living? .....

Are the children aware of the situation between you and your husband/wife/partner?  Yes  No  Not sure

If you are separated from the other parent, are there arrangements in place for them to spend time with their other parent?  Yes  No  Not sure

**Parental responsibility** is a legal concept defined in the Children Act 1989 (s3) as, "all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property". For children born after 1 Dec 2003 all parents automatically have parental responsibility if they are named on the birth certificate

Do you have Parental Responsibility for the children?  Yes  No  Not sure

Is Parental Responsibility an issue?  Yes  No  Not sure

#### 4. Is there anyone else dependent upon you?

Is there anyone else e.g. a parent or other child or family member for whom you have caring responsibilities or who is dependent upon you financially or practically for support/assistance?

If yes, please provide brief details here: .....

#### 5. Preliminary financial outline

*The following preliminary information is requested. If financial issues are to be considered as part of your mediation, a more detailed financial form will be provided and discussed with you both.*

Is your current address the former family home?  Yes  No

If no, what is the former family home address? .....

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#### 6. Professional representation and support

Are you represented by a solicitor? If so, what is his/her name and the name of their firm?

Name: ..... Firm: .....

Have any other professional services been involved with your family e.g. Local Authority Children's Services? If so, please indicate when and where .....

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Are you currently working with a counsellor/therapist?  Yes  No

**7. Legal proceedings**

Have any court/legal proceedings started?  Yes  No

Is there another hearing date set?  Yes  No

If so, what is the date of this hearing? .....

Has the CMS (formally the CSA) been involved in relation to any child?  Yes  No

If so, please give details .....

Has an order been made, sought or threatened to protect any member of the family or their property?  Yes  No

If so, please give details: .....

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**8. What is important for you to discuss or have information about in mediation?**

Would you like to address or receive information on any of the following? (this list is not exhaustive and will not limit you to discussing these issues only)

Whether to divorce or formally separate  Yes  No  Not sure

Arrangements for separation or divorce  Yes  No  Not sure

Co-parenting arrangements going forward  Yes  No  Not sure

Review of existing agreement order  Yes  No  Not sure

Understanding your children's individual needs  Yes  No  Not sure

Financial/property settlement  Yes  No  Not sure

Managing Debt  Yes  No  Not sure

Meetings are ordinarily held with both parties together. Does this create any concerns for you?  Yes  No  Not sure

Do you feel able to discuss these issues openly?  Yes  No  Not sure

