



**OXFORD : LONDON : WILTSHIRE**  
**www.divorceandfamilymediation.co.uk**  
**alexandra@divorceandfamilymediation.co.uk**  
**Tel. 01865 454596**  
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### **FAMILY MEDIATION INFORMATION FORM**

*Please furnish the following preliminary information at least **24 HOURS BEFORE** the initial meeting. Please note that information furnished in this form will be shared with your husband/wife/partner. (Except an address or telephone number which you may wish to keep private. Please note that the mediator must be satisfied that such non disclosure will not impede the mediation process). See Section 8 below.*

#### **1. Your personal details**

Forenames:		Surname:	
Known as:	Title:	Date of birth:	
Home address:		Tel:	
		Fax:	
		E-mail:	
Post code:		Mobile:	
Work address:		Tel:	
		Fax:	
		E-mail:	
Post code:		Mobile:	

At which address is it most appropriate for us to contact you?

#### **2. Relationship information**

Date of marriage: \_\_\_\_\_ Date of start of any cohabitation: \_\_\_\_\_

If separated, date of separation: \_\_\_\_\_

If living together, do you wish to consider separation?

Do you think that the relationship has broken down permanently?

Have you and your husband/wife discussed divorce?

If so, have you reached any agreement about divorce?

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**Main Office.** Willow Lodge, 38 Lytton Road, Oxford OX4 3PA  
**London Office.** Flat 10, 24 Palace Court, W2 4HU  
**Wiltshire Office.** Moss Fallon Solicitors Ltd, Carter's Court, North Farm, Albourne SN8 2JZ



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### **3. Children**

Please give the following information concerning any children you and/or your husband/wife/partner may have:

#### **1st child:**

Name:

Date of birth:

If relevant, current place of education:

Is this school fee paying? Yes/No....If so, how much are the fees per annum and how are the fees currently met?

Any special needs?

#### **2nd child:**

Name:

Date of birth:

If relevant, current place of education:

Is this school fee paying? Yes/No....If so, how much are the fees per annum and how are the fees currently met?

Any special needs?



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**3rd child:**

Name:

Date of birth:

If relevant, current place of education:

Is this school fee paying? Yes/No....If so, how much are the fees per annum and how are the fees currently met?

Any special needs?

**4th child:**

Name:

Date of birth:

If relevant, current place of education:

Is this school fee paying? Yes/No....If so, how much are the fees per annum and how are the fees currently met?

Any special needs?

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



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With whom are the children currently living?

If you are separated from the other parent, do the children have contact with him/her?

If you are separated, does each child have their own bedroom in each home?

How many bedrooms are there in each home?

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

Is Parental Responsibility an issue?  Yes  No  Not sure

Are the children aware of the situation between you and your husband/wife/partner?

#### **4. Other dependants**

Please give the following information concerning any other dependants/people for whom you have care:

Name/s:

Any special needs?

#### **5. Preliminary financial outline**

*The following preliminary information is requested. If financial issues are to be considered, a detailed financial form will in due course be furnished for completion.*



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**The property where you live:**

Address (if different from home address in Question 1)

Is this the property where you and your husband/wife/partner live or lived together?

Is it rented or owned?      Rented       Owned

In whose name is it?      Joint       Sole  Whose sole name?

If owned, estimated current value  
and mortgage balance

**Employment:**

What is your occupation?

Current salary (gross)

If employed, name of employer

If self-employed or in partnership, estimate of current annual earnings

To what date are accounts available?

**Other sources of income:**

Do you have any other sources of income? If so, estimated amount  
and source

(No further details required at this stage.)



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## **6. Professional representation and support**

Are you represented by a solicitor? If so, what is his/her name and address?

Name:

Address:

Telephone:

Email address:

Have you had any counselling or therapy relevant to the relationship problems? If so, from whom?

Was it individual, as a couple, or as a family?

Are you still having counselling or therapy?

Would you like more information about counselling, life coaching and well-being support?

Have any other professional services been involved with your family e.g. Social Services? If so, please indicate when and where.



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## **7. Legal proceedings**

Have any court proceedings started? If so, what proceedings, in what court, and what stage has been reached?

Is there a pending hearing date for any proceedings? If so, what is it?

Has a Child Support Assessment or maintenance order been sought or made in relation to any child?

If so, please give details

Has an order been made, sought or threatened to protect any member of the family or their property? If so, please give details

## **8. Confidentiality**

Do you want an address or telephone number kept confidential? If so, please tick  Yes

*Note the entirety of this form will be emailed to your husband/wife/partner prior to the start of mediation. If you do not want the address or telephone number disclosed at this stage, please tick the box above and state why below. This information is normally only withheld once you have discussed the reason with your mediator as your mediator must be satisfied that failure to disclose will not impede the mediation process.*



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## 9. Outline of issues for discussion

Might you want to address or receive information on any of the following? (but this indication will not limit the issues that can be discussed in the mediation):

- |  |  |
|--|--|
| Future of the relationship                 | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure |
| Arrangements for separation                | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure |
| Review of existing agreement or order      | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure |
| Any question of behaviour, threat or abuse | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure |
| Parental responsibility for children       | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure |
| Any other issues concerning children       | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure |
| Financial/property issues                  | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure |

Meetings are ordinarily held with both parties together.

- |  |  |
|--|--|
| Does this create any concerns for you?   | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure |
| Do you feel able to discuss this openly? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure |





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## **10. Your aims in mediation**

A) Please would you say what your aims are in coming to mediation. We appreciate that you may need to know more from the mediator(s), but it would help to have some preliminary idea of what you hope to achieve in broad terms, not in detail. ***Please do not provide information or send copies of correspondence that cannot be mentioned in discussion with you both or copied to one another.*** (This does not apply to a private address or telephone number if you wish to keep this confidential from your partner/former partner – see Section 8 above.)

B) Historically, how was conflict usually resolved between you, before the current difficulties in relationship?



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C) What outcomes might work for your husband/wife/partner as well as for you?

D) It is helpful to know what you would like to achieve in terms of the quality of any ongoing relationship with your husband/wife/partner for the future and after separation and resolution of the issues you wish to bring to mediation. This is particularly helpful for us to know, if you have children together.

Signed.....

Date.....