

FAMILY LAW: CHILD AND PARENTING MATTERS

INITIAL APPOINTMENT CHECKLIST

At **Swanwick Murray Roche**, we are committed to assisting our clients in an efficient and cost effective manner.

This checklist sets out the type of information that we will request in an initial appointment with you regarding a **child and parenting** matter.

By completing as much of this checklist in advance as possible and bringing the listed documentation with you to your first appointment with us, you can maximise the value of our services. We understand that you may not be able to readily source some of the information upfront, for instance personal information of a former spouse/partner. Over the course of the matter, we can assist you to access such relevant information as is necessary

We look forward to being of service to you.

A. DOCUMENTATION TO BRING WITH YOU

- Your current Drivers Licence or photo identification
- Your Birth Certificate
- Birth Certificate of each of your children of the marriage or relationship
- Birth Certificate of each of your children from another relationship (if applicable)
- Marriage Certificate or Registered Relationship Certificate (if applicable)
- Divorce Certificate (if applicable)
- A copy of any existing orders, agreements, parenting plans or undertakings to a court about family law, child support, family violence or child welfare matters that involve any party to this child and parenting matter

B. INFORMATION REQUESTED FROM YOU

1. PERSONAL DETAILS

Your Name

Previous/other name/s

Current Address

Date of Birth

2. PERSONAL DETAILS OF THE OTHER PARENT THE SUBJECT OF THIS MATTER

Other Parent's Full Name

Previous/other name/s (including maiden name)

Current Address

Date of Birth

Other Parent's Solicitor and Solicitor's Contact Details (if known)

3. DETAILS OF YOUR RELATIONSHIP WITH THE OTHER PARENT

Married but separated

YES NO

If Yes, Date of Marriage

Date of Separation

Divorced

YES NO

If Yes, Date of Marriage

Date of Separation

Date of Divorce

Registered relationship but separated or terminated

YES NO

If Yes, Date of Registration

Date of Separation

Date of Termination

De facto relationship but separated

YES NO

If Yes, Date of Cohabitation

Date of Separation

Other Notes

4. CHILDREN OF THE RELATIONSHIP

Child's Full Name	M/F	Date of Birth	Address/Current living arrangements

5. YOUR CHILDREN OF PREVIOUS OR SUBSEQUENT RELATIONSHIPS (if applicable)

Child's Full Name	M/F	Date of Birth	Address/Current living arrangements

6. CHILDREN OF THE OTHER PARENT’S PREVIOUS OR SUBSEQUENT RELATIONSHIPS (if known)

Child's Full Name	M/F	Date of Birth	Address/Current living arrangements

7. CURRENT ARRANGEMENTS AND CIRCUMSTANCES FOR CHILDREN

Housing - Outline the housing arrangements of each child

Supervision - Outline the supervision arrangements for each child (eg. if the parent who lives with the child is working outside the home, then who looks after the child during the parent’s absences?)

Financial support – Provide details about maintenance and child support including details of any maintenance orders or child support assessments and what is actually being paid or proposed to be paid by the parent not living with the child

Health – Provide details of the health of each child and any treatment or ongoing medication needs. Are there other health related arrangements in place?

CURRENT ARRANGEMENTS AND CIRCUMSTANCES FOR CHILDREN (continued)

Education – Provide details about what school each child attends, what year he/she is in and describe the progress being made by the child

Any other matters – Describe any other child related matters of significance to you such as the benefit to the child of having a meaningful relationship with both of the child’s parents or the need to protect the child from physical or psychological harm and from being subjected or exposed to abuse, neglect or family violence

Is there a need to protect a child from physical or psychological harm caused by abuse, ill-treatment, violence or other behaviour – either towards them or another person?

Detail any family violence involving a child or a member of the child’s family

Describe the attitude to the child/ren, and to the responsibilities of parenthood, demonstrated by each parent?

CURRENT ARRANGEMENTS AND CIRCUMSTANCES FOR CHILDREN (continued)

What is the likely effect of separation on each child?

Are there any practical or financial difficulties in the child/ren spending time with a parent?

How does each child get on with you and your side of the family and any new partner?

Are you and your side of the family and any new partner, able to provide for the emotional and other needs of each child?

How does each child get on with the other parent and his/her side of the family and any new partner?

Is the other parent and his/her side of the family and any new partner, able to provide for the emotional and other needs of each child?

8. CHILD/REN'S INTERESTS

For each child, outline the child's maturity and background, including any need to maintain a connection with particular lifestyle, culture and traditions

For each child, detail any wishes the child has expressed

9. EXISTING ORDERS, AGREEMENTS OR UNDERTAKINGS

Are there any ongoing cases about family law, child support, family violence or child welfare that involve any party to this matter?

Are there any existing orders, agreements, parenting plans or undertakings to a court about family law, child support, family violence or child welfare that involve any party to this matter?

Are there any family violence orders in place that apply to you, your spouse, any child of the relationship or another family member of any such child?

Has any person with whom a child of the relationship will live, spend time or communicate with, been convicted of an offence under a child welfare law or Family Law Act or of a criminal offence relevant to a child's welfare?

EXISTING ORDERS, AGREEMENTS OR UNDERTAKINGS (continued)

Is child support paid and if so, by whom, to whom, how much, on what basis and how is it paid (eg. bank deposit, cash, etc)?

Is child support administered by the child support agency or privately?

10. IMPORTANTLY - WHAT ARE YOUR ASPIRATIONS FOR RESOLVING THIS CHILD AND PARENTING MATTER (including, whether you have a preference yet for a parenting plan or parenting orders)?