

FAMILY LAW

INSTRUCTION SHEET

CLIENT DETAILS	
FULL NAME:	
ADDRESS:	
PHONE NUMBER:	
MOBILE NUMBER:	
EMAIL ADDRESS:	
DATE OF BIRTH:	
SPOUSE DETAILS	
FULL NAME:	
ADDRESS:	
PHONE NUMBER:	
MOBILE NUMBER:	
EMAIL ADDRESS:	
DATE OF BIRTH:	
CHILDREN	
FULL NAME:	
DATE OF BIRTH:	
FULL NAME:	
DATE OF BIRTH:	
FULL NAME:	
DATE OF BIRTH:	

FULL NAME:	
DATE OF BIRTH:	
MARRIAGE/RELATIONSHIP DETAILS	
DATE OF COMMENCEMENT OF RELATIONSHIP AND COHABITATION :	
DATE OF MARRIAGE (IF APPLICABLE):	
DATE OF SEPARATION:	
CHILDRENS MATTERS	
What arrangements do you seek to have/continue to be in place for the care of the children:	
WHO WILL THE CHILDREN LIVE WITH:	
WHAT TIME WILL THE OTHER PARENT SPEND TIME WITH THE CHILDREN:	
DURING SCHOOL TERMS:	
CHRISTMAS:	
EASTER:	
SCHOOL HOLIDAYS:	
FATHER'S DAY/MOTHER'S DAY:	
BIRTHDAYS/CHILDRENS & PARENTS:	
PICKUP AND DROP OF ARRANGEMENTS FOR THE CHILDREN:	
HOW WILL THE CHILDREN COMMUNICATE WITH THE OTHER PARENT WHILST NOT IN THEIR CARE:	
WHERE WILL THE CHILDREN ATTEND SCHOOL NOW AND IN THE FUTURE:	

HOW SHOULD THE PARENTS BEST COMMUNICATE:	
Emails	
Txt	
Discussions	
SHOULD THERE BE ANY RESTRAINTS INCLUDED, SUCH AS:	
Restrictions on travel interstate/overseas	
Parent not to use drugs/alcohol in the presence of the children	
CHILD SUPPORT	
Is there an agreement as to how much \$ will be paid by one parent to the other	
How are school fees to be paid	
Have been in place for the care of children since separation	
PLEASE PROVIDE A CHRONOLOGY OF THE CARE ARRANGEMENTS FOR THE CHILDREN SINCE YOUR SEPARATION:	
OTHER MATTERS:	
Time to be spent with/communicate with Grandparents	
Particular issues such as health care of each child	
How to attend to any special needs of the child	
Restraint on where each party may live in the future i.e. not to move outside of a radius of 10km from the other parent	
Extra-curricular activities of the children	

FINANCIAL MATTERS	
List the Assets/ Superannuation /Liabilities/ financial resources of the parties	
REAL PROPERTY:	
(A) BEFORE MARRIED:	
Husband:	
Wife:	
(B) AFTER MARRIED:	
Husband:	
Wife:	
Joint:	
CASH:	
VEHICLES:	
Make and Model:	
Rego Number:	
Value:	
Make and Model:	
Rego Number:	
Value:	

INVESTMENTS:	
Husband:	
Wife:	
Joint:	
BUSINESSES:	
Husband:	
Wife:	
Joint:	
OTHER:	
Husband:	
Wife:	
Joint:	

SUPERANNUATION:	
Husband:	
Wife:	
EMPLOYMENT FOR EACH PARTY / ROLE/ EARNING CAPACITY:	
Employment details including income and period of time with your current employer	
HUSBAND:	
Employer Name:	
Job Description:	
Annual Sslary:	
Length of Employment:	
WIFE:	
Employer Name:	
Job Description:	
Annual Sslary:	
Length of Employment:	
HOW DID YOU ACQUIRE THE PROPERTY THAT MADE UP THE "MATRIMONIAL ASSET POOL" DESCRIBED ABOVE	
DATE PROPERTY PURCHASED:	
WHERE DID THE FUNDS COME FROM TO PURCHASE THE PROPERTY:	
HOW WAS THE PROPERTY SERVICED OVER THE COURSE OF THE MARRIAGE:	

HOW HAS THE PROPERTY BEEN SERVICED POST SEPARATION:	
DETAILS OF ANY LUMP SUM CONTRIBUTIONS MADE BY EITHER PARTY:	
(A) BEFORE MARRIAGE:	
Husband:	
Wife:	
(B) DURING MARRIAGE (i.e. INHERITANCES/ PAY OUTS/ REDUNDANCIES ETC):	
Husband:	
Wife:	
(C) POST SEPARATION:	
Husband:	
Wife:	
NON-FINANCIAL CONTRIBUTIONS TO THE MARRIAGE:	
Home-making during the marriage and post separation:	
Maintenance of the home/ property:	
Support for study/ further education etc	

WHAT ASSETS DID YOU AND YOUR PARTNER EACH HAVE AT THE COMMENCEMENT OF THE RELATIONSHIP?	
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Husband's assets and liabilities:	
Wife's assets and liabilities:	

PLEASE DESCRIBE FUTURE NEEDS OF EACH PARTY	
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HEALTH:	
EMPLOYMENT PROSPECTS	
EDUCATION:	
FUTUR LIVING CIRCUMSTANCES:	
AGE/ RETIREMENT:	
CARE OF CHILDREN:	

WHAT, IF ANYTHING, HAS BEEN AGREED OR DISCUSSED BETWEEN THE PARTIES FOR:	
THE DIVISION OF ASSETS / SUPERANNUATION / LIABILITIES / FINANCIAL RESOURCES:	
TRANSFER OF PROPERTY:	
RE-FINANCING:	
SALE OF PROPERTY / ASSETS	
TIMING OF PROPOSED AGREEMENT:	
OTHER MATTERS	
DEFAULT CLAUSE/S IN THE EVENT THAT WHAT IS AGREED DOES NOT HAPPEN HOW IS THAT POSITION TO BE RESOLVED:	