



Commercial | Family | Litigation | Property

## FAMILY LAW INSTRUCTION SHEET

### PARTY DETAILS:

1. Your full name:
2. Your residential address:
3. Your date of birth:
4. Your current occupation (ie. job title) and annual salary:  
*(If self-employed please provide details below)*
5. Your former partner/spouse's full name:
6. Your former partner/spouse's residential address:
7. Your former partner/spouse's date of birth:
8. Your former partner/spouses' current occupation (ie. job title) and annual salary:  
*(If self-employed please provide details below)*

### CHILDREN:

9. If there are any children of the relationship/marriage below 18 years of age please complete the section below. If you have children of a former marriage or relationship please provide us with further details:
10. Full name/s of your child/ren:
11. Dates of birth for each child:
12. Who does the child live with?
13. What arrangements, if any, are in place for your former partner/spouse to spend time with the child/ren?

## FAMILY LAW INSTRUCTION SHEET

14. If there are no arrangements in place for time, how much time does your former partner/spouse ordinarily spend with the child/ren?
15. What school does the child/ren attend? What year level is/are they in? How are they progressing at school?
16. Do you have any safety concerns in relation to episodes of family violence or emotional or financial abuse? Please specify.
17. What would your ideal outcome be in relation to parenting arrangements?
18. Does your former partner/spouse or do you pay your former partner/spouse child support? Please include details as to who meets schooling and like expenses.
19. Does/do the child/ren have a good relationship with each parent? Or are they more attached to one parent over the other? Please specify.

### THE RELATIONSHIP:

20. When did you and your former partner/spouse commence a relationship?
21. When did you and your former partner/spouse commence living together?
22. If married, please provide the date of the marriage as well as a copy of your marriage certificate, if available to you.
23. When did you and your former partner/spouse separate?
24. Did you live in the same household after your separation, if yes, please provide further details as to why you decided to do so:

## FAMILY LAW INSTRUCTION SHEET

25. Did you and your former partner/spouse reconcile after separation, if so, please provide further detail as to each period of reconciliation:
26. Have you and your former partner/spouse discussed your separation and what arrangements you would like in place for children and/or property, if so, please provide further details:

### ASSETS AND LIABILITIES OF THE RELATIONSHIP:

*Please specify every single asset and liability that you are aware of at the time of your separation or presently, including assets and liabilities held by your former partner/spouse.*

*For example: House at 1 Ford Street, Toorak with an estimated value of \$400,000.00 and a mortgage loan with CBA with \$300,000.00 outstanding.*

27. Property:

Address:

Estimated value:

Mortgage value:

Which bank holds the title:

Address:

Estimated value:

Mortgage value:

Which bank holds the title:

Address:

Estimated value:

Mortgage value:

Which bank holds the title:

Address:

Estimated value:

Mortgage value:

Which bank holds the title:

28. Savings:

Name of Account:

# FAMILY LAW INSTRUCTION SHEET

Bank:

Amount:

Name of Account:

Bank:

Amount:

Name of Account:

Bank:

Amount:

Name of Account:

Bank:

Amount:

Name of Account:

Bank:

Amount:

29. Credit Cards:

Name of Account:

Bank:

Amount:

Name of Account:

Bank:

Amount:

Name of Account:

Bank:

Amount:

Name of Account:

Bank:

Amount:

Name of Account:

## FAMILY LAW INSTRUCTION SHEET

Bank:

Amount:

30. Motor Vehicles:

Motor Vehicle Make:

Registration Number:

Model:

Value:

Details as to hire purchase agreement or loan and balance outstanding:

Motor Vehicle Make:

Registration Number:

Model:

Value:

Details as to hire purchase agreement or loan and balance outstanding:

31. Superannuation:

Name of superannuation fund:

Value:

Name of superannuation fund:

Value:

Name of superannuation fund:

Value:

Name of superannuation fund:

Value:

## FAMILY LAW INSTRUCTION SHEET

32. Are there any family trusts or unit trusts or corporate entities of which you or your former partner/spouse are a beneficiary or hold an interest? Please specify:
33. Do you or your former partner/spouse have any shareholdings or related investments? Please specify?
34. Do you or your former partner/spouse have any other assets or liabilities in your/his/his sole name or jointly with another not already mentioned? Please specify:

### CONTRIBUTIONS:

35. What assets and liabilities did you and your former partner/spouse bring into the relationship or marriage? Please specify:
36. Who made the predominant financial contributions to the relationship or marriage? Alternatively, how did you share in making financial contributions? Please provide as much detail as possible:
37. Who was responsible for homemaking duties such as caring for children and looking after the home? Please provide detail on what this entailed:
38. Did you make any other financial contributions that you believe should be taken into account? Please specify:

## FAMILY LAW INSTRUCTION SHEET

39. Did you or your former partner/spouse stop working for any period of time during the course of the relationship/marriage, if so please specify that periods of time as well as the reasons for employment being ceased:
40. Do you or your former partner/spouse suffer from any impediment physical or otherwise that may cause difficulty to future employment prospects, if so please provide as much detail as possible:
41. Are you presently able to meet your living and related expenses, if not please itemise what your current expenses are below:

**IF YOU HAVE RESOLVED ALL MATTERS OF PROPERTY AND AN AGREED PROPERTY DIVISION**, please specify the details of your arrangement below:

*Please complete this instruction sheet to the best of your ability to ensure that you are provided with accurate advice moving forwards. Do not worry if you are unsure of any details, this instruction sheet is purely to assist us with your matter and is strictly confidential.*

*"Liability limited by a scheme approved under Professional Standards Legislation"*