**Particulars Form – Property Settlement Matters**

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| **COMPLETE THIS FORM** |
| 1. Please ensure this form is completed and sent to JD at least seven (7) business days prior to the mediation date.
2. Once JD receives Particulars from both parties, JD will share the documents between you.
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| **Mediation date** |       |
| **Time** |       |
| **Length of Conference** |       |

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| **Your name****& date of birth** |       |
| **Name of your lawyer / or Support Person** |       |
| **Other parent’s name****& date of birth** |       |

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| **Parties’ details** |
|  | **Your details** | **Other parent’s details** |
| **Family Name** |       |       |
| **Given Names** |       |       |
| **Date of birth** |       |       |
| **Occupation** |       |       |
| **Gross weekly income** | **$**      | **$**      |
| **Total weekly expenses** | **$**      | **$**      |

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| **Important Dates** |
| **When you started your relationship** |       |
| **When you started living together** |       |
| **When you married (if applicable)** |       |
| **When you finally separated** |       |
| **When you divorced (if applicable)** |       |

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| **Children’s details** |
| **Child 1** | **Child 2** |
| **Family name** |       | **Family name** |       |
| **Given name(s)** |       | **Given name(s)** |       |
| **Date of birth** |       | **Date of birth** |       |
| **Gender** |       | **Gender** |       |

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| **Child 3** | **Child 4** |
| **Family name** |       | **Family name** |       |
| **Given name(s)** |       | **Given name(s)** |       |
| **Date of birth** |       | **Date of birth** |       |
| **Gender** |       | **Gender** |       |

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| **Child 5** | **Child 6** |
| **Family name** |       | **Family name** |       |
| **Given name(s)** |       | **Given name(s)** |       |
| **Date of birth** |       | **Date of birth** |       |
| **Gender** |       | **Gender** |       |

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| **Full & Frank Disclosure** |
| 1. Speak with a family lawyer about your Disclosure obligations under the Family Law.
2. Your lawyer can advise you about what you should be disclosing as part of these discussions.
3. Please ensure you have access or copies of any necessary financial documentation to substantiate any items you are including in the Asset Pool.
4. Please refer to the handout, *‘What do I need to bring for my property mediation’*, for list of relevant documentation.
5. Ideally, try to exchange any documentation prior to the mediation taking place. Also, where possible, try to agree on values of items included in your Asset Pool.
6. If you have not been able / or cannot exchange documents and/or agree to respective values of items prior to the mediation taking place, this will take place during the mediation.
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| **Schedule of Assets & Liabilities (Schedule)** |
| 1. Please refer to the handout, *‘Joint Schedule of Assets and Liabilities (client preparation)’*. You are welcome to add to the Schedule if you can. Otherwise, please provide your own Schedule of the Assets and Liabilities that are in your Asset Pool.
2. If you are completing the Schedule that I have provided you, when you enter an amount for a Liability, note the value as a **minus amount** ie: if the credit card debt is $20,000, enter the value as **“-20,000”**.

For example: |

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| **What “Contributions” do say have taken place?** |
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| **What “Current & Future Needs” do you say are relevant?** |
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| **What potential “scenarios” are you hoping to consider?** |
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