

Particulars Form – Property Matters

Conference date	
Time	
Length of Conference	
Location	

Party 1	
Represented by	
Party 2	
Represented by	

Solicitor directions (if Parents are represented)	
<ol style="list-style-type: none">1. Please ensure this form has been completed and sent back to the Practitioner at least two (2) working days prior to the conference date.2. Please exchange the completed Particulars Form with the other parent's solicitor at least two (2) workings days prior to the conference date.	

Are there any Court Orders in place currently?	
VRO? <i>Please provide copy Next Hearing date?</i>	
Family Court? <i>Please provide copy Next Hearing date?</i>	

Family & Domestic Violence (FDR)	
Has FDV occurred during the relationship?	
Describe what has happened <i>Financial, Social, Physical, Sexual, Verbal, Emotion, Psychological</i>	
Have the children experienced the FDV? How?	

Full & Frank Disclosure
<ol style="list-style-type: none"> 1. Please ensure parties have necessary current documentation to substantiate the items they have introduced in their schedule. 2. Ideally, parties should use their best endeavours to exchange documentation prior to the conference taking place. Also, where possible, parties are encouraged to use their best endeavours to agree on values of items described in their schedules. 3. If parties have not been able / or cannot exchange documents and/or agree to respective values of items prior to the conference taking place, this can take place during the conference. Please be mindful that the conference will be drawn out longer if this is required. Parties will be invited to attend a 2nd conference to finalise negotiations (<i>same fees apply</i>).

Parties' details		
	Your details	Other parent's details
Family Name		
Given Names		
Gender		
Date of birth		
Occupation		
Gross weekly income	\$	\$
Total weekly expenses	\$	\$
Is an Interpreter required? What language? <i>(Please note interpreter cost will be added to overall conference fee)</i>		

Important Dates	
Date relationship started	
Date of cohabitation	
Date of marriage (if applicable)	
Date of final separation	
Date of divorce (if applicable)	

Children's details			
Child 1		Child 2	
Family name		Family name	
Given name		Given name	
Date of birth		Date of birth	
Gender		Gender	
Lives with		Lives with	
Child 3		Child 4	
Family name		Family name	
Given name		Given name	
Date of birth		Date of birth	
Gender		Gender	
Lives with		Lives with	
Child 5		Child 6	
Family name		Family name	
Given name		Given name	
Date of birth		Date of birth	
Gender		Gender	
Lives with		Lives with	

Schedule of Assets & Liabilities (Schedule)

Note to Solicitors

1. Please provide a Schedule of what your client contends should be included in the asset pool.
2. Please provide an agreed joint Schedule if one has been achieved.
3. Alternatively, please complete the following Schedule prior to the Conference taking place.
4. Please include in your Schedule your client's proposal for division.

#	A	B	C	D	E
1	ITEM	OWNERSHIP	VALUE	WIFE RETAIN	HUSBAND RETAIN
2	ASSETS				
3					
4					
5					
6					
7					
8					
9					
10					
11					
12	TOTAL ASSETS		\$	\$	\$
13					
14	LIABILITIES				
15					
16					
17					
18					
19					
20					
21					
22					
23					
24	TOTAL LIABILITIES		\$	\$	\$
25					
26	NET ASSETS		\$	\$	\$
27					
28	SUPERANNUATION				
29					
30					
31					
32	TOTAL SUPERANNUATION		\$	\$	\$
33					
34	NET ASSETS (including super)		\$		
35	TOTAL EACH PARTY IS TO RETAIN			\$	\$
36	DIVISION AS A PERCENTAGE			%	%
37	CASH PAYMENT			\$	\$
38	NEW TOTAL EACH PARTY IS TO RETAIN			\$	\$
39	DIVISION AS A PERCENTAGE			%	%

Concisely outline your CONTRIBUTIONS – financial, non-financial, family

Concisely outline your FUTURE NEEDS

Is there anything else you think the Practitioner needs to know?

--