**Particulars Form – Property Matters**

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| **Conference date** | Click or tap here to enter text. |
| **Time** | Click or tap here to enter text. |
| **Length of Conference** | Choose an item. |
| **Location** | Choose an item. |

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| **Your name** | Click or tap here to enter text. |
| **Represented by** | Click or tap here to enter text. |
| **Other parties’ name** | Click or tap here to enter text. |
| **Represented by** | Click or tap here to enter text. |

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| **Solicitor directions (if Parents are represented)** |
| 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.
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| **Are there any Court Orders in place currently?** |
| **VRO?***Please provide copyNext Hearing date?* | * Click or tap here to enter text.
 |
| **Family Court?***Please provide copyNext Hearing date?* | * Click or tap here to enter text.
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| **Parties’ details** |
|  | **Your details** | **Other parent’s details** |
| **Family Name** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Given Names** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Gender** | Choose an item. | Choose an item. |
| **Date of birth** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Occupation** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Gross weekly income** | **$**Click or tap here to enter text. | **$**Click or tap here to enter text. |
| **Total weekly expenses** | **$**Click or tap here to enter text. | **$**Click or tap here to enter text. |
| **Is an Interpreter required?****What language?***(Please note interpreter cost will be added to overall conference fee)* | Choose an item.Click or tap here to enter text. | Choose an item.Click or tap here to enter text. |

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| **Important Dates** |
| **Date relationship started** | Click or tap here to enter text. |
| **Date of cohabitation** | Click or tap here to enter text. |
| **Date of marriage (if applicable)** | Click or tap here to enter text. |
| **Date of final separation** | Click or tap here to enter text. |
| **Date of divorce(if applicable)** | Click or tap here to enter text. |

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| **Children’s details** |
| **Child 1** | **Child 2** |
| **Family name** | Click or tap here to enter text. | **Family name** | Click or tap here to enter text. |
| **Given name** | Click or tap here to enter text. | **Given name** | Click or tap here to enter text. |
| **Date of birth** | Click or tap here to enter text. | **Date of birth** | Click or tap here to enter text. |
| **Gender** | Choose an item. | **Gender** | Choose an item. |
| **Lives with** | Click or tap here to enter text. | **Lives with** | Click or tap here to enter text. |
| **Child 3** | **Child 4** |
| **Family name** | Click or tap here to enter text. | **Family name** | Click or tap here to enter text. |
| **Given name** | Click or tap here to enter text. | **Given name** | Click or tap here to enter text. |
| **Date of birth** | Click or tap here to enter text. | **Date of birth** | Click or tap here to enter text. |
| **Gender** | Choose an item. | **Gender** | Choose an item. |
| **Lives with** | Click or tap here to enter text. | **Lives with** | Click or tap here to enter text. |
| **Child 5** | **Child 6** |
| **Family name** | Click or tap here to enter text. | **Family name** | Click or tap here to enter text. |
| **Given name** | Click or tap here to enter text. | **Given name** | Click or tap here to enter text. |
| **Date of birth** | Click or tap here to enter text. | **Date of birth** | Click or tap here to enter text. |
| **Gender** | Choose an item. | **Gender** | Choose an item. |
| **Lives with** | Click or tap here to enter text. | **Lives with** | Click or tap here to enter text. |

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| **Family & Domestic Violence (FDR)** |
| **Has FDV occurred during the relationship?** | * Click or tap here to enter text.
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| **Describe what has happened***Financial, Social, Physical, Sexual, Verbal, Emotion, Psychological* | * Click or tap here to enter text.
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| **Have the children experienced the FDV? How?** | * Click or tap here to enter text.
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| **Full & Frank Disclosure** |
| 1. Please ensure parties have necessary current documentation to substantiate the items they have introduced in their schedule.
2. Please refer to the *‘What do I need to bring to my property mediation’* information sheet for details of documentation you should have for your mediation.
3. 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.
4. 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 *(same fees apply).*
5. **Please note you are obliged to provide FULL & FRANK DISCLOSURE to enable property discussions to take place. If you believe the other party is failing to provide full and frank disclosure, or they are purposely withholding information, please seek legal advice about your options.**
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| **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.
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| **#** | **A** | **B** | **C** | **D** | **E** |
| **1** | **ITEM** | **OWNERSHIP** | **VALUE** | **WIFE RETAIN** | **HUSBAND RETAIN** |
| **2** | **ASSETS** |   |   |   |   |
| **3** |        |  Choose an item. |        |  Choose an item. |  Choose an item. |
| **4** |        |  Choose an item. |        |  Choose an item. |  Choose an item. |
| **5** |        |  Choose an item. |        |  Choose an item. |  Choose an item. |
| **6** |        |  Choose an item. |        |  Choose an item. |  Choose an item. |
| **7** |        |  Choose an item. |        |  Choose an item. |  Choose an item. |
| **8** |        |  Choose an item. |        |  Choose an item. |  Choose an item. |
| **9** |        |  Choose an item. |       |  Choose an item. |  Choose an item. |
| **10** |        |  Choose an item. |       |  Choose an item. |  Choose an item. |
| **11** |   |   |   |   |   |
| **12** | **TOTAL ASSETS** |   | **$** | **$** | **$** |
| **13** |  |   |   |   |   |
| **14** | **LIABILITIES** |   |   |   |   |
| **15** |        |  Choose an item. |       | Choose an item. | Choose an item. |
| **16** |        |  Choose an item. |       | Choose an item. | Choose an item. |
| **17** |        |  Choose an item. |       | Choose an item. | Choose an item. |
| **18** |        |  Choose an item. |       | Choose an item. | Choose an item. |
| **19** |        |  Choose an item. |       | Choose an item. | Choose an item. |
| **20** |        |  Choose an item. |       | Choose an item. | Choose an item. |
| **21** |        |  Choose an item. |       | Choose an item. | Choose an item. |
| **22** |        |  Choose an item. |       | Choose an item. | Choose an item. |
| **23** |   |   |   |   |   |
| **24** | **TOTAL LIABILITIES** |   | **$** | **$** | **$** |
| **25** |  |   |   |   |   |
| **26** | **NET ASSETS (excluding super)** |   | **$** | **$** | **$** |
| **27** |   |   |   |   |   |
| **28** | **SUPERANNUATION** |   |   |   |   |
| **29** |        |  Choose an item. |       | Choose an item. | Choose an item. |
| **30** |        |  Choose an item. |       | Choose an item. | Choose an item. |
| **31** |        |  Choose an item. |       | Choose an item. | Choose an item. |
| **32** | **TOTAL SUPERANNUATION** |   | **$** | **$** | **$** |
| **33** |  |   |   |   |   |
| **34** | **NET ASSETS (including super)** |   | **$** |   |   |
| **35** | **TOTAL EACH PARTY IS TO RETAIN** |   |   | **$** | **$** |
| **36** | **DIVISION AS A PERCENTAGE** |   |   | **%** | **%** |
| **37** | **CASH PAYMENT to…** |  Choose an item. |   | **$** | **$** |
| **38** | **NEW TOTAL EACH PARTY IS TO RETAIN** |   |   | **$** | **$** |
| **39** | **DIVISION AS A PERCENTAGE** |   |   | **%** | **%** |

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| **Concisely outline your CONTRIBUTIONS – financial, non-financial, family** |
| * Click or tap here to enter text.
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| **Concisely outline your FUTURE NEEDS** |
| * Click or tap here to enter text.
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| **Is there anything else you think the Practitioner needs to know?** |
| * Click or tap here to enter text.
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