

Preliminary Information Form

Please give us the following preliminary information before your initial meeting. Although not everything might be relevant to your case, please give us as much information as possible. Any information you provide will not be shared without your express permission, will be securely stored and destroyed in line with our Privacy Policy.

1. Your personal details

Full name Surname at Birth (if different)

Date of birth Place of birth

Home address.....

.....

Tel (H) Tel (M) Email.....

What is your National Insurance number?

How would you like us to contact you? Post / Email

2. Relationship details

Date of marriage Date you started living together

Date of separation (if appropriate)

If living together, do you wish to consider separation? Yes No Not Sure

Do you think that the relationship has broken down permanently? Yes No Not Sure

Have you and your husband/wife discussed divorce? Yes No Not Sure

If so, have you reached any agreement about divorce? Yes No Not Sure

3. The other person's details

Full name Surname at Birth (if different)

Date of birth

Home address.....

.....

Tel (H) Tel (M) Email.....

4. Confidentiality

Do you need to keep an address, email or telephone number kept confidential? Yes No Not Sure

5. Children

Please give the following information about children you have together, or from another relationship:

1st child:

Name Date of birth

If relevant, school, college or University

Any special needs? If so, please give brief details

2nd child:

Name Date of birth

If relevant, school, college or University

Any special needs? If so, please give brief details

3rd child:

Name Date of birth

If relevant, school, college or University

Any special needs? If so, please give brief details

Please continue on a separate page if there are more than three children

Who are the children currently living with?

If you are separated from the other parent, do the children have contact with him/her? Yes No

If the children live with the other parent, do you have contact with them? Yes No

Do you have Parental Responsibility for the children? Yes No Not Sure

Is Parental Responsibility an issue? Yes No Not Sure

Are the children aware of the situation between you and your husband/wife/partner? Yes No Not Sure

6. Do you care for other people, or have any other dependants?

Name Date of birth

Address

Any special needs? If so, please give brief details

7. Preliminary financial outline (if this is something you wish to discuss)

If you need to discuss money issues, please tell us a little bit about your financial situation. We will need detailed information from you as your case progresses, and we will talk this through as we go.

If you own or jointly own a property, please give the address (if different from question 1)

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Is this where you and your husband/wife/partner live or lived together? Yes No Not Sure

Do you rent or own the place that you live in? Rented Owned

In whose name is it? Joint Sole Whose sole name?

If owned, estimated current value £ and mortgage balance £

What is your occupation? Current salary – gross/year £..... net/month £.....

If employed, name of employer

If self-employed or in partnership, estimate of current annual earnings – gross £..... net £.....

To what date are accounts available?

Do you have any other sources of income, e.g. rental, Universal credit, maintenance, child benefit? Please give amounts, frequency and type

8. Professional representation and support

Are you represented by a solicitor? If so, what is their name and address?

Have you had any counselling or therapy relevant to the relationship problems? If so, from whom? Was it individual, as a couple, or as a family?

Are you still having counselling or therapy? Yes No

Would you like us to recommend someone? Yes No

Have any other professional services been involved with your family e.g. Social Services? If so, please indicate who, when and what for

9. Legal and Other Proceedings

Have any court proceedings started, such as divorce or child related matters? If so, what for, in which court, and what stage has been reached?

Is there a hearing date for any proceedings? If so, when and where?

Has a Child Support Assessment or maintenance order been sought or made for your children? If so, please give details

Has any court order been made, sought or threatened to protect any member of the family or their property? If so, please give details

10. Outline of issues for discussion

Might you want talk about any of the following? This won't limit what you can discuss, you can still add to the list:

Future of the relationship	Yes	No	Not Sure
Arrangements for separation	Yes	No	Not Sure
Review of existing agreement or order	Yes	No	Not Sure
Parental responsibility for children	Yes	No	Not Sure
Any other issues concerning children	Yes	No	Not Sure
Financial/property issues	Yes	No	Not Sure
Any question of behaviour, threat or abuse	Yes	No	Not Sure
Communication skills, to help in difficult times	Yes	No	Not Sure

Some meetings might be held with both parties together.

Does this create any concerns for you?	Yes	No	Not Sure
Do you feel able to speak freely in the meeting?	Yes	No	Not Sure

If you have any concerns about behaviour, threat or abuse, we may need more information, so that we can be sure to keep everyone safe and supported while you are with us.

11. Your aims

Please would you say what your aims are. We appreciate that you may need to know more from us, but it would help to have some preliminary idea of what you hope to achieve in broad terms, not in detail. Please do not provide information or send copies of correspondence at this stage. In terms of confidentiality, the initial assessment is private and we will tell you what the rules are for any further meetings, which depends upon which route you choose.

Signed Date