



CONFIDENTIAL

Mediation Preliminary Information Form

Thank you for agreeing to meet me to consider whether mediation may be helpful to you in resolving things with your partner/ former partner. The attached form is designed to provide preliminary information about you and your situation to assist in planning your mediation process.

Please note that not all sections may apply to you – for example, if you are planning to mediate in matters regarding your child or children, you will not need to complete those sections relating to your financial situation, but remember that it might be relevant where financial support for your child or children may be an issue you wish to discuss.

It is important that you complete Section 10 which relates to your aims in coming to mediation as this assists me in understanding what you hope to achieve as a result of choosing mediation.

Please therefore complete all sections that you think apply to you and the issues which you wish to discuss or resolve together should you subsequently choose mediation. Completed forms are kept confidentially by me and information will not be shared with anyone else without your permission. Your address and contact details can also be kept confidential if you wish – please indicate if this is the case as section 1.b of the form.

I shall look forward to meeting you.

Please return the completed form to:

Alexander Christian
Regus, Cardinal Point
Park Road
Rickmansworth
Hertfordshire
WD3 1RE

[Please note that no contract exists between us in completing this document and returning it to us]



Mediation Preliminary Information Form

This form is approved by Resolution for use by independent professional mediators who mediate as members of Resolution

Please return the following preliminary information form before your initial meeting.

1a. Your personal details

Your name	Date of birth
Home address:	Tel:
	Mobile:
	Email:
Post Code	

Work address:	Tel:
	Mobile:
	Email:
Post Code	

At which address/phone no./email is it most appropriate for me to contact you?	
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Your National Insurance no. if you know it:	
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1b. Confidentiality

Do you want your address and/or contact details kept confidential? If so, please tick

Yes



2. Relationship Information

Name of your husband/wife/partner

Their address, post code and contact details

Email:

Tel:

Date of marriage	
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Date of any cohabitation	
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If separated, date of separation	
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If currently living together, do you wish to consider separation (Yes/No/Not sure)

Have you and your husband/wife/partner discussed divorce/separation? (Yes/No)

If so, have you reached any agreement about divorcing or separating? (Yes/No)



3.Children

Please give the following information concerning any children you and/or your husband/wife/partner are parents to:

1st child

Name:	
Date of birth	
If relevant current place of education	
Any special needs?	

2nd child

Name:	
Date of birth	
If relevant current place of education	
Any special needs?	

3rd child

Name:	
Date of birth	
If relevant current place of education	
Any special needs?	



4th child

Name:	
Date of birth	
If relevant current place of education	
Any special needs?	

Please continue on a separate page if there are more than four children, or if there are any other child dependents.

If you are separated from the other parent, are there arrangements in place for them to spend time with their other parent?

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

Is Parental Responsibility an issue? (Yes/No/No Sure)

Are the children aware of the situation between you and your husband/wife/partner?

4. Anyone else who is dependent upon you?

Is there anyone else e.g. a parent or child of family member for whom you have a caring responsibilities or who is dependent upon you financially or practically for support/assistance? (Yes/No)

Please provide brief details here:



5. Preliminary financial outline

The following preliminary information is requested. If financial issues are to be considered as part of your mediation, a more detailed financial form will be provided and discussed with you both.

The Property where you live:

Address (if different from home address in Question 1)

Is this the property where you and your husband/wife/partner live or lived together? (Yes/No)

Is it rented or owned? (Rented/Owned)

In whose name is it? (Joint/Sole)

Sole – Whose sole name?

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If owned, estimated current value	
If owned, estimated current value	

Employment

What is your occupation?	
Current salary (gross)	
If employed, name of employer	
If self-employed or in partnership, estimate of current annual earnings	
To what date are accounts available?	



Other sources of income

Do you have any other sources of income? (Yes/No)

If so, estimated amount	
Source	

No further details required at this stage.

6. Professional representation and support

Are you represented by a solicitor? (Yes/No)

If so, what is her/his name and address?

Have you had any professional support (counselling or personal/relationship support) relevant to your relationship? If so, from whom? Was it individual, as a couple, or as a family?

Is that support continuing? (Yes/No)

Have any other professional services been involved with your family e.g. Local Authority Children Services? If so, please indicate when and where



7. Legal proceedings

Have any court/legal proceedings started? If so, what proceedings, in which court and what stage has been reached?

Is there a pending hearing date for any proceedings? If so, what is it?

Has a Child Support Assessment or Maintenance Order been sought or made in relation to any child? If so, please give details

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



8. What is important for you to discuss or have information about?

Would you like to address or receive information on any of the following? (this indication will not limit the issues that can be discussed in any subsequent mediation):

Future of the relationship (Yes/No/Not Sure)

Arrangements for separation (Yes/No/Not Sure)

Review of existing agreement order (Yes/No/Not Sure)

Your children and managing parenting (Yes/No/Not Sure)

Parental responsibility for children (Yes/No/Not Sure)

Financial/property issues (Yes/No/Not Sure)

Question/Information about behaviour/threat/harassment/harm or abuse (Yes/No/Not Sure)

Debt or financial hardship (Yes/No/Not Sure)

Mediation is usually conducted with both of you present together. Does this create any concerns for you? (Yes/No/Not Sure)

Do you feel able to discuss this openly? (Yes/No/Not Sure)

Other (please specify here)



10. Your aims in mediation

Please would you say a little about what it is that is important to you to deal with and what you hope to achieve by coming to mediation. I appreciate that you may need to know more from me about how you might reach a resolution but it would help to have some preliminary idea of what you hope to achieve in broad term, not in detail.

Signed _____

Dated _____

Thank you for having taken the time to complete this form