Family Mediation Referral Form

**Please note: Some of the information on this form may be shared with your former partner unless you specifically indicate otherwise.**

**Once complete, the form should be returned to:**

**Hampshire Mediation**

**PO Box 159**

**Alresford**

**SO24 4AZ**

**Or**

[info@hampshiremediation.co.uk](mailto:info@hampshiremediation.co.uk)

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| **Part 1 – General Information** | | | | |
| **1.1 – Personal Details** | | | | |
| Full Name: |  | | Date of birth: |  |
| Address:  (including postcode) |  | | | |
| Home phone: |  | Mobile phone: |  | |
| Email address: |  | | | |
| Work phone: |  | May we contact you at this number? | | Yes  No |
| Work email: |  | | | |
| **1.2 – Confidentiality** | | | | |
| Do you need us to keep your contact details secret from your ex-partner? | | | | Yes  No |

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| **Part 2 – Legal proceedings and issues for discussion** | | | | | |
| **2.1 – Legal advice and legal proceedings** | | | | | |
| Have you consulted a solicitor or another legal practitioner? | | Yes  No | Have you instructed a solicitor or another legal practitioner to act for you? | | Yes  No |
| If you answered yes to either or both questions, please give us their details: | | | | | |
| Name: |  | | | | |
| Firm: |  | | | | |
| Address: |  | | | | |
| Phone: |  | | Email: |  | |
| Are you currently involved in divorce or other family proceedings? | | Yes  No | If yes, what stage have they reached? | | |
|  | | | | | |
| If you are divorcing, are you the applicant or the respondent? | | | Applicant  Respondent  Not sure | | |
| Have the grounds for divorce been agreed? | | | Yes  No  Not sure | | |
| If so, what are they? | | | | | |
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| Is the divorce process or grounds something which you wish to discuss in mediation? | | | Yes  No  Not sure | | |
| **2.2 – What issues would you like to discuss during the mediation process?** | | | | | |
| Issues concerning property and finance | | | Yes  No  Not sure | | |
| Issues concerning the arrangements for children | | | Yes  No  Not sure | | |
| The payment of Child Maintenance | | | Yes  No  Not sure | | |
| The payment of Spousal Maintenance | | | Yes  No  Not sure | | |
| Communications issues between you and your former partner | | | Yes  No  Not sure | | |
| Other issues (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Yes  No  Not sure | | |

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| **Part 3 – Relationship details** | | | | | | | | | | |
| **3.1 – Your former partner’s details** | | | | | | | | | | |
| Full Name: |  | | | | Date of birth: | |  | | | |
| Address:  (including postcode) |  | | | | | | | | | |
| Home phone: |  | | | | Mobile phone: | |  | | | |
| Email: |  | | | | | | | | | |
| Have you discussed mediation with your former partner? | | | | | | | | Yes  No | | |
| What was their reaction to the suggestion? | | | | | | | | | | |
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| Would you like us to contact your former partner on your behalf to suggest mediation? | | | | | | | | Yes  No | | |
| Have you attempted mediation with your ex-partner before? | | | | | | | | Yes  No | | |
| What was the outcome? | | | | | | | | | | |
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| **3.2 – Please insert all dates which apply to you:** | | | | | | | | | | |
| Cohabitation | Marriage or Civil Partnership | Separation | | Petition | | Decree Nisi or Conditional Order | | | | Decree Absolute or Final Order |
|  |  |  | |  | |  | | | |  |
| If you have remarried, or intend to remarry or enter into a civil partnership, the date or intended date of the event: | | | | | | | | | |  |
| Do you live with someone else? | Yes  No | | If not, do you intend to begin living with someone in the next 6 months? | | | | | | Yes  No | |
| **3.3 – Other Information** | | | | | | | | | | |
| Have you or your ex-partner had any form of relevant counselling or therapy or been involved any other professionals? | | | | | | | | | Yes  No | |
| If yes, please give brief details of the other professionals involved: | | | | | | | | | | |
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| Are there any issues of protection, violence or safety involving you, your former partner or children which we may need to address? | Yes  No |
| Normally mediation takes place with both of you in the room at the same time. Are there any reasons why you would wish to start the first session separately? | Yes  No |
| If you have answered ‘yes’ to either of the two preceding questions, please give brief details: | |
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| **Part 4 - Children** | | | | | |
| Are the arrangements for children to be discussed as a part of the mediation? | | | | Yes  No  Not sure | |
| If you answered ‘yes’ or if you are not sure, please complete sections 3.1 and 3.2. If not, please move on to section 4. | | | | | |
| **4.1 – Please give details of any children whom you regard or have treated as your own, and with whom they live:** | | | | | |
| Name | Age | Date of birth | General state of health | | Currently lives with: |
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| **4.2 – What are the arrangements for financial support in relation to the children?** | | | | | |
| Is the Child Maintenance Service involved? | | | | Yes  No  Not sure | |
| Has a Child Maintenance Service assessment been made?  (If yes, please enclose a copy) | | | | Yes  No  Not sure | |
| Is there a Court Order for Child Maintenance?  (If yes, please enclose a copy) | | | | Yes  No  Not sure | |
| Is there a Family Arrangement for Child Maintenance?  (A family arrangement is an informal agreement between you and your ex-partner) | | | | Yes  No  Not sure | |
| Is financial support in relation to the children actually being paid? | | | | Yes  No  Not sure | |
| How much? | | | | £ | |
| How often? | | | |  | |
| Do you have Parental Responsibility for the children | | | | Yes  No  Not sure | |
| Is this an issue between you and your ex-partner? | | | | Yes  No  Not sure | |

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| **Part 5 – Financial information** | | |
| **This section of the form seeks only very basic outline information about financial issues. If it is required, you may be invited to complete a much more detailed questionnaire later.** | | |
| **5.1 – Property** | | |
| Is the last family home to be discussed as part of the mediation process?  (If not, please go to Section 5.2) | | Yes  No  Not sure |
| Address of the property: |  | Who owns the property? |
| You  Your ex-partner  Joint names  Other |
| Approximate value of the property: | | £ |
| Approximate outstanding mortgage: | | £ |
| **5.2 – Employment** | | |
| What is your occupation? | |  |
| Who is your employer? | |  |
| What is your current total gross annual salary or wage? | | £ |
| Do you have any other source of income | | Yes  No  Not sure |
| What is the source of that income? | |  |
| How much is it? | | £ |
| **5.3 – Spousal Maintenance** | | |
| Is there a Court Order for the payment of Spousal Maintenance?  (If so, please enclose a copy. If you were not married, go on to Section 6)) | | Yes  No  Not sure |
| Is Spousal Maintenance being paid? | | Yes  No  Not sure |
| How much? | | £ |
| How often? | |  |
| Is this an issue between you and your ex-partner? | | Yes  No  Not sure |

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| **Part 6 – Other information and personal declaration** | |
| **6.1 – Please indicate what issues you feel need to be considered, and what your aims are in coming to mediation. Please provide any information that you feel the mediator should know at this stage, continuing on a separate sheet if necessary.** | |
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| **6.2 – I confirm that the information given in this form is a full, frank and accurate disclosure of my financial and other relevant circumstances. I have read and accept the terms and conditions of the mediation process detailed in the *Hampshire Mediation Agreement to Mediate* for family mediation, including the fees that Hampshire Mediation charges. I understand that Hampshire Mediation is not currently able to accept publicly funded (legal aid) clients.** | |
| Signed: | Date: |