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

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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? |
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| 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? |
|  |
| **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: |