**PREPARING FOR AN APPOINTMENT WITH WCLC: FAMILY LAW**

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| **BEFORE BOOKING AN APPOINTMENT…** |
| When making an enquiry with Wheatbelt Community Legal Centre, we need to know the following information:* Your full legal name and DOB;
* Your best contact details;
* The name of the other party (or parent);
* What your matter is in relation to (i.e., parenting arrangements, divorce, financial separation etc.); and
* Has the matter already gone to court (if so, are there any upcoming court dates)?

We need this information so that we can complete a conflict check. We cannot book an appointment without this information. **Please note that all information received is kept strictly confidential at all times.**  |

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| **WHAT WE NEED BEFORE YOUR APPOINTMENT: PARENTING ARRANGEMENTS** |
| *If Your Matter Has Just Begun…* No documentation is required if this is the first-time making contact with a legal service in relation to parenting arrangements and there are no current Family Court orders, or if the matter has not gone to the Family Court. *If Parenting Orders Are Currently in Place/Need to Be Updated*If you are needing assistance with updating or altering current or previous parenting arrangements, WCLC would appreciate that the following documents be sent to our office prior to your first appointment:* Copy of any current/previous parenting orders; and/or
* Any relevant documentation in relation to your children.
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| **WHAT WE NEED BEFORE YOUR APPOINTMENT: DIVORCE** |
| *If Your Matter Has Just Begun…* If this is the first-time making contact with a legal service regarding your divorce, it would be beneficial for you to provide us with the following documents: 1. Confirmed date of separation and any supporting evidence of your separation (i.e., text messages saying the relationship has ended, or date you or your ex-spouse left the home); and
2. Original or certified copy of your marriage certificate. If you do not have a copy of your marriage certification you will need to:
* Apply for a copy with The Registry of Births, Deaths and Marriages at [The Registry of Births, Deaths and Marriages (www.wa.gov.au)](https://www.wa.gov.au/organisation/department-of-justice/the-registry-of-births-deaths-and-marriages); or
* Ask your ex-spouse for a copy.

Please be advised that there is a 12-month limitation period to make an application for financial separation once a divorce order has taken effect. If you would like further information about preparing for financial separation, please ensure that you notify your lawyer at your initial appointment. Please also see ‘What We Need Before Your Appointment: Property/Financial Separation’ below.   |

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| **WHAT WE NEED BEFORE YOUR APPOINTMENT: PROPERTY/FINANCIAL SEPARATION** |
| *If Your Matter Has Just Begun…* If this is the first-time making contact with a legal service in relation to property or financial separation matters, it would be beneficial for you to make a list of approximate values for:* Any assets (individual and shared); and
* Any liabilities (individual and shared).

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| **Assets** | **Liabilities** |
| All the property that you and/or your ex-partner own, such as:* Real estate;
* Superannuation;
* Furniture;
* Shares;
* Motor vehicles;
* Personal property (i.e., jewellery, tools, antiques etc.)
 | Any debts that you and/or your ex-partner have, such as:* Credit cards;
* Home loans;
* Business and personal loans;
* Tax debts;
* Student loans.
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*If Proceedings Have Already Begun…* If you or your ex-partner have already started the property/financial separation process and you are needing assistance, it would be beneficial to provide our office with the following:* Approximate values of any assets and liabilities (see above); and
* Copies of any documents or correspondence (letters) you have received in relation to your matter.
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| **WHY ARE WE ASKING YOU TO PROVIDE CERTAIN DOCUMENTS BEFORE YOUR APPOINTMENT?** |
| If our office receives these documents prior to your first appointment, the lawyer is able to have a read through them and to gain an understanding of your matter prior to you coming in. This allows us to provide more tailored advice and gain further instructions.  |