

CLIENT PREPARATION WORKBOOK / MEDIATION

Preparing for divorce mediation

Use this workbook to organise questions before discussing mediation with a legal practitioner or independent mediator. Not every dispute is suitable for mediation; the appointment, safety and procedural position must be considered.

1 Clarify the role and immediate needs

- Am I seeking independent mediation, or advice and representation for one party? The roles are different.
- Is everyone able to participate voluntarily and safely? Are there protection, coercion or disclosure concerns requiring separate advice?
- Have court documents, notices or deadlines been received? Record them; mediation discussions do not automatically suspend obligations.
- Are there children, urgent maintenance needs, immediate property issues or safety concerns needing attention?
- What information can be shared appropriately before a productive discussion?

2 Topics to discuss

Topic	What is broadly agreed?	What needs information or discussion?
Parenting / care and contact		
Support / maintenance		
Home and other property		
Business, pension or trust interests		
Debts and settlement obligations		
Practical implementation and timing		

A mediator supports a process; independent legal, financial or therapeutic input may still be appropriate. Mediation is not a promise of agreement or a guaranteed cheaper route.

MEDIATION / MEETING PREPARATION

What would a useful first discussion achieve?

3 Documents and practical preparation

- List existing orders, signed agreements and pending court process or dates.
- Bring a concise account of the issues; avoid sending sensitive records through ordinary web enquiries.
- Identify assets, liabilities, income, expenses and documents relevant to the matters actually disputed.
- Separate facts, assumptions, open questions and proposals; do not conceal important information.
- Consider what professional input or support may be required to participate effectively.

4 Agenda and next-step worksheet

Proposed agenda item	Information or decision needed	Follow-up / professional role

5 If some issues remain unresolved

- Record which topics remain open and what information is needed; do not treat a tentative proposal as a final agreement.
- Ask which independent legal or expert advice is appropriate and whether any deadlines remain active.
- Discuss what a realistic next process might be, without assuming mediation replaces court requirements.

Helpful HRA pages

Family Mediation | Divorce Law | Consultation checklists

Keep completed pages privately. This is an educational preparation aid; it is not a mediation agreement, professional appointment, legal instruction or emergency service.