



alsters kelley *solicitors*

NEW CLIENT ENQUIRY FORM

Name	
Address	
Telephone	
Email	

Would they prefer an individual appointment before we contact the other party?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If NO are they willing to attend a joint first meeting with the other party?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is this a referral for a Mediation Information and Assessment Meeting? Yes No

PLEASE OBTAIN THE OTHER PARTY'S DETAILS

Name	
Address	
Telephone	
Mobile	
Email	

Preferred Venue for mediation

Leamington Coventry Nuneaton



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Issues for mediation

Children Property & Finance Divorce/Separation All Issues

Please give details of any children

	Name	Date of Birth	Living with	School	Special health Education Needs
1					
2					
3					

Date of marriage, civil partnership or cohabitation	Date of Separation
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Key Dates:

Are there any current Court proceedings?

YES / NO

Date of next hearing:

Are there any relevant court orders?

YES / NO

If YES - type & date of Order:

Has a petition been filed?

YES / NO

Date of decree nisi:

Date of decree absolute:

Please give brief description of issues for mediation



It is crucial we are told about safety or other issues, such as domestic violence before clients attend the initial meeting. Please set out below details of any injunction proceedings and any concerns they may have: (e.g. mental health, domestic violence, child protection)

CONFLICT SEARCH UNDERTAKEN:

Date:

Result:

Signature of person who took this information

Name