

Client Checklist

No.	Name of document/ information	The copy attached and/or date as relevant	Answer/additional information or information not in possession of client and needing to be obtained
1.	Your full name and date of birth		
2.	Your full contact details including email, fax, phone numbers and mobile etc.		
3.	Your occupation and annual gross income and the name of your employer		
4.	Your partner's full name and date of birth		
5.	Your partner's full contact details or those of their solicitor (if known) including all phone numbers, email, etc		
6.	Your partner's occupation and annual gross income and name of his employer		
7.	A Statement of Benefit from Centrelink for you (if applicable)		
8.	List all other Centrelink payments not included above that you receive		
9.	The Marriage Certificate (if applicable)		

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10.	Birth Certificates of all children of the marriage (if applicable)		
11.	The date you started living with your partner		
12.	The date of marriage (where applicable)		
13.	The date of separation		
14.	Did you separate at any time under the one roof and if so, please give the dates of same and the date upon which you physically exited the property from your partner or they from the home		
15.	Full names and dates of birth of each of the children		
16.	The address of the family home and your current estimated market value of same and details of whose name is on the title		
17.	The details of any other investment property in which you have an interest or your partner has an interest or which is held on behalf of one of you and details of whose name is on the title, and estimated market values		

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18.	Details of all mortgages for each property listed above		
19.	Your most recent Superannuation Statement for all funds in which you have an interest and please list them to the right, as well as attach them		
20.	The most recent Superannuation Benefit Statement(s) of the other party or the name you believe of their funds		
21.	Details of your motor vehicle including its make, model and registration number and your estimated second hand market value of same		
22.	Details of your partner's motor vehicle including its make, model and registration number and your estimated second hand market value of same		
23.	Details of any loans that are applicable to the above vehicles and please identify which loan is for which vehicle		
24.	Details of any other vehicle owned by either you or your partner, for example, trailer, jet-ski, boat, caravan, etc and of any loans associated with them		
25.	Please obtain the Redbook estimated second hand value of all motor vehicles listed above and attach same herein		
26.	Details of all share holdings of you and copies of all share certificates and dividend notices		
27.	Details of all share holdings of your partner and copies of all share certificates and dividend notices		

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28.	Details of any current term investments in your name or jointly with another party		
29.	Details of any current term investments in your partner's name or jointly with another party		
30.	Details of past term deposit investments for you		
31.	Details of past term deposit investments for your partner		
32.	List all of your current bank accounts and provide statements from one year prior to separation to the current time for each account including credit cards, mortgages, savings accounts, cheque accounts, debit cards etc, including in your sole name, jointly with your former partner or with any other party		
33.	Life insurance documents but only include those that have a cash-in value for yourself		
34.	Life insurance documents but only include those that have a cash-in value for your partner		

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35.	Real Estate Agent Appraisals of all properties in which you have an interest jointly or solely with your partner or another		
36.	Appraisals of your jewellery		
37.	Appraisals of your partner's jewellery		
38.	Copies of any licensed valuations of real estate in this matter		
39.	Copies of licensed valuations of any jewellery in this matter		
40.	Appraisals of any antiques or collections in this matter		
41.	Licensed valuation of any antiques or collectibles in this matter		
42.	Details of any money owed to either of you and by whom		
43.	Details of any substantial gifts or inheritance received by either of you, either immediately prior to the relationship, during the relationship or since the relationship ending and from whom, how much and the date you received it		

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44.	Details of any compensation or work termination package received by either party during the relationship		
45.	Details of your current Will		
46.	Full details concerning any anticipated future windfall (e.g. has someone in your family passed away and you are likely to receive an inheritance, or, a financial payout from an injury, or, payout from a work separation package)		
47.	Any other financial document or further information upon which you may need to rely in the course of negotiations		
48.	Medical certificates for either party (if relevant)		
49.	Psychiatric reports of either party (if relevant)		
50.	Medical reports of either party (if relevant)		
51.	Copies of any current or past Court Orders		
52.	Copies of any Court documents served upon you in this matter		

No.	Name of document/ information	The copy attached and/or date as relevant	Answer/additional information or information not in possession of client and needing to be obtained
53.	A Mediation Certificate on Children's Matters (if applicable)		
54.	A copy of any draft or executed Parenting Plan relevant to a Children's Matter		

By working through the above list you will quickly discern which information and documents you have in your possession, which documents you have yet to obtain and what documents and information that you will need to have me request from the other party to assist me in giving you advice in your matter and assisting you to resolve your dispute.

