

**INTERDISCIPLINARY COLLABORATIVE PRACTICE
FAMILY LAW FLOWCHART
FOR LAWYERS**

	Document	Dated	Provided to Client	Provided to Lawyer 2/ Coach
1.	First meeting with client			
2.	Assessment of Suitability			
3.	Contact Lawyer 2 and Coach and ?Financial Neutral			
4.	Prepare Cost Disclosure Documents			
5.	Arrange first meeting – Lawyers and coach to agree on method and frequency of communication/set expectations of how team will work. Discuss expectations of clients and how, whom and when to communicate			
6.	Engage Notetaker – contact sam@atwfl.com.au to circulate opportunity to notetakers list.			
7.	Participation Agreement Ground Rules See CPNSW website			
8.	Draft Balance Sheet			
9.	Pre-meeting Teleconference with Lawyer 2 and Coach			
10.	Agenda for first settlement meeting			
11.	Pre-meeting with client			
12.	First Meeting			
13.	Debrief with Lawyer 2 and Coach			
14.	Minutes of First Settlement Meeting Draft Balance Sheet			
15.	Pre-meeting Teleconference with Lawyer 2 and Coach			
16.	Agenda for Second Settlement Meeting			
17.	Pre-meeting with client			
18.	Second Meeting			
19.	Debrief with Lawyer 2 and Coach			
20.	Minutes of Second Settlement Meeting Draft Balance Sheet			
21.	Pre-meeting Teleconference with Lawyer 2 and Coach			
22.	Agenda for Third Settlement Meeting			
23.	Pre-meeting with client			
24.	Third Meeting			
25.	Debrief with Lawyer 2 and Coach			
26.	Minutes of Third Settlement Meeting Draft Balance Sheet			
27.	Pre-meeting Teleconference with Lawyer 2 and Coach			
28.	Agenda for Fourth Settlement Meeting			
29.	Pre-meeting with client			
30.	Fourth Meeting			
31.	Debrief with Lawyer 2 and Coach			
32.	Minutes of Fourth Settlement Meeting			
33.	Prepare settlement documents: - <ul style="list-style-type: none"> • Application for Consent Orders/ Minute of Orders • Binding Financial Agreement/ Child Support Agreement • Succession Act Deed of Release 			
34.	Pre-meeting with client (if required)			
35.	Final meeting to sign settlement documents			
36.	Lodge Application and Orders/send Child Support Agreement etc.			
37.	Final debrief – What went well/what didn't go well/ how should we have done things differently			
38.	Complete Statistics Form and send to practice group.			

Remember mentoring is always available – contact our CPNSW Member Services Liaison Valerie Norton at valerienorton@collaborativemediation.com.au