



## INSTRUCTIONS CHECKLIST

### YOUR DETAILS

Surname: ..... First Name: .....

Address: .....

Suburb: ..... Postcode: .....

Postal address (if different from above) .....

Telephone (H) ..... (W) ..... (M) .....

Email: .....

Occupation: .....

Date of birth: ..... Place of birth: .....

If born outside of Australia, year first entered Australia: .....

Citizenship: .....

Any other names you have been known by: .....

How did you find out about us? .....

Photo Identification Attached:  YES  NO

### OTHER PARTY DETAILS

Name: .....

Address: .....

Suburb: ..... Postcode: .....

Telephone (H) ..... (W) ..... (M) .....

Email: .....

Occupation: .....

Date of birth: ..... Place of birth: .....

If born outside of Australia, year first entered Australia: .....

Citizenship: .....

Any other names you have been known by: .....

Name of lawyers: .....

.....



**MARRIAGE / COHABITATION DETAILS**

Date of cohabitation: .....  
Date of marriage: ..... Place of marriage: .....  
Date of final separation: ..... Dates of previous separations: .....  
Date of divorce: ..... Place of divorce: .....  
Where is the original marriage certificate located? .....

**CHILDREN’S DETAILS**

Full name ..... Full name .....  
Date of birth ..... Date of birth .....  
Place of birth ..... Place of birth .....  
Resides with ..... Resides with .....

Full name ..... Full name .....  
Date of birth ..... Date of birth .....  
Place of birth ..... Place of birth .....  
Resides with ..... Resides with .....

**YOUR MATTER**

What is your matter concerning? (Please Tick)

- Divorce                       Property Settlement                       Domestic Violence Order
- Will                               Power of Attorney                       Children’s Issues

**PREVIOUS COURT ACTIONS**

Are there any previous court orders? (please provide copies)       Yes       No