

This checklist - for all parties - will help us decide whether mediation is suitable and safe.

If the party has a lawyer, this checklist is to be completed by the lawyer in consultation with their client.

We will provide a copy of the completed checklist to the Mediator, but we will not give it to any other party.

Please email the completed checklist and any attachments to fdr.checklist@legalaid.nsw.gov.au.

Grant file number (25Fxxxxxx)

OR DR number (DR-2025xxxxxx)

Name

Address

Number

Date of birth

A. Type of Mediation

Legal Aid NSW is now conducting most mediations online via Zoom.

Please contact your mediation organiser if you don't have internet access, or if you have any other concerns about participating in online mediation.

Mediation type - Online via Zoom

Parties can see one another

Shuttle - parties cannot see one another

Zoom - Audio only

Comments

Internet connectivity

- | | | |
|---|-----|----|
| 1. Do you have access to the internet? | Yes | No |
| 2. Will you have enough data to be online for the mediation for up to 4hours? | Yes | No |

Phone back-up

Please provide your best contact number so the mediator can call you during the mediation if they need to.

Party

Solicitor

B. Aboriginality

3. Are you Aboriginal?			Yes	No
4. Are you Torres Strait Islander?			Yes	No
5. Would you prefer an Aboriginal or Torres Strait Islander mediator?	Yes	No	Don't mind	
6. Is the other party Aboriginal?			Yes	No
7. Is the other party Torres Strait Islander?			Yes	No

C. Cultural Information

Cultural Identity

8. Do you identify with a cultural and/or religious background?			Yes	No
If yes, please provide details				
9. If possible, would you prefer a mediator from your cultural or religious background if available?	Yes	No	Don't mind	

Interpreting and Translation

10. Do you need an interpreter?			Yes	No
If yes, what language/dialect?				
11. Would you prefer male or female?	Male	Female	Don't mind	
12. Does the other party need an interpreter or translated information?			Yes	No
If yes, what language/dialect?				

D. Domestic and Family Violence

13. Are there allegations of physical, verbal or emotional abuse between the parties?	Yes	No
14. If yes, are you the victim?	Yes	No
15. Has there been any recent threat, physical violence or intimidation?	Yes	No
16. If yes, please tell us what happened?		
17. Can you speak freely to the other party without feeling scared or intimidated?	Yes	No
18. Are you worried about your safety during a mediation?	Yes	No
19. Are you worried about your safety or your child's safety as a consequence of attending mediation?	Yes	No
20. Is there a current AVO?	Yes	No
If yes, please provide a copy - <u>we cannot proceed until we receive it</u>		
21. Was there a previous AVO?	Yes	No
If yes, how long ago?		
22. Has there ever been a breach of AVO?	Yes	No

E. Accessibility needs

23. Do you need anything put in place to assist you on the day of the mediation? Yes No

This could include:

- A support person attending mediation with you (please note that any request for a support person must be sent to the mediation organiser and approved by Legal Aid NSW before the mediation date)
- Regular breaks during the mediation
- Minimal background noise

Please provide details

Other party details

Other party's name

Email address

Phone number/s

Address

We will contact all parties in the matter to invite them to the mediation and help us assess the suitability of the mediation. Please let us know if you have any concerns for your safety or your client's safety if we contact any party.

Any further details

CHECKLIST COMPLETED BY

Name

Date

I am a party

I am a lawyer

I am a mediation organiser

CERTIFICATION - TO BE COMPLETED BY LAWYERS ONLY

if the party has a lawyer, the lawyer must certify suitability for mediation

Lawyers

- | | | |
|--|-----|----|
| • I have taken instructions from my party | Yes | No |
| • I believe this matter is suitable for family dispute resolution | Yes | No |
| • I consent to you providing contact details to the other parties or their lawyers | Yes | No |

NOTE: In children and property matters:

I understand that my contact details will be shared with the other party or their lawyer so that financial information can be exchanged