

**Newcastle Quayside, Sunderland, Gateshead, Berwick, Alnwick, Hexham, Ashington, North Shields and Durham**

Ashington Workspace, Lintonville Parkway, Ashington, Northumberland. NE63 9JZ.

Tel 01670 528441 E:info@familymediation-northeast.com

**DATE………………………..**

**THIS FORM MUST BE FULLY COMPLETED TO AVOID DELAY - As we will be making contact with client B, it is helpful if you can provide as much information as possible.**

|  |  |
| --- | --- |
| **Client A** | **Client B** |
| **Name:** | **Name:** |
| **Address:****Postcode:** | **Address:****Postcode:** |
| **Telephone No:** | **Telephone No:** |
| **Email:** | **Email:** |
| **DOB:** | **Relationship to children:** | **DOB:** | **Relationship to children:** |
| **Solicitor:****Firm / address:** | **Solicitor:****Firm / address:** |
| **Telephone:** | **Telephone:** |
| **Email:** | **Email:** |
| **Solicitor ref:** | **Solicitor ref:** |
| **Solicitor agreed to the referral: YES / NO**  | **Solicitor agreed to the referral: YES / NO** |
| **Is this person aware that we will be contacting the other party? YES / NO** | **Is this person aware that we will be contacting them? YES / NO** |
| **Child(ren)’s details** |
| **First name** | **Surname** | **Gender** | **DOB** | **Living with** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Issues for mediation?**

* Child issues 🗆
* Property & Finance 🗆
* Both Child issues and Property& Finance 🗆
* Has a court date been set? Yes/No - (If yes) Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Nature of hearing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Any professionals involved (eg Social Services, Police)? If yes, please include contact details of the named worker(s):
* Any past or current Court orders / injunctions? If yes, please give details:
* Any special requirements (e.g. wheelchair access, interpreter, health issues)?
* Any other information or details of which you think we should be aware?
* Would it be okay to say, where did you hear about us?
* Was client offered joint meeting at referral? Yes/No