

Instructions Checklist

Initial Appointment

About You

Surname	
First name	
Address	
Suburb	
Postcode	
Postal Address (if different to above)	
Telephone	
Email address	
Occupation	
Date of birth	
Place of birth	
Citizenship	
Other names you have been known by	
How did you find out about us?	
Are you Aboriginal and/or Torres Strait Islander origin?	
Do you need assistance with English?	

Other Party Details

Surname	
First name	
Address	
Suburb	
Postcode	
Telephone	
Email address	
Occupation	
Date of birth	
Place of birth	
If born outside Audtralia, year first entered Australia	
Citizenship	
Other names they have been known by	
Name of Lawyers	

Marriage / Cohabitation Details

Start date of cohabitation	Date of marriage	
Place of marriage	Date of final separation	
Dates of previous separations	Date of divorce	

Children

Child 1 Child 2

Name	Name
Date of birth	Date of birth
Place of birth	Place of birth
Lives with	Lives with

Child 3 Child 4

Name	Name
Date of birth	Date of birth
Place of birth	Place of birth
Lives with	Lives with

Your Matter

What is your matter concerning?

Children's Issues	Property Settlement	Domestic Violence Order
Divorce	Child Safety	Other (Please specify)

Legal Aid Queensland

Are you applying for Legal Aid funding?	No Yes
Have you received a grant of Legal Aid funding?	No Yes
Previous Legal Actions	
Are there any previous court orders / parenting plans / financial agreements?	No Yes