

## Family Mediation Intake Form

This is a PDF form, so you can print it, complete the information and either bring it with you to a session, or mail it. Note there are 5 pages. If you are comfortable in choosing to email your information, please contact me for a fillable copy, and return through email. **Email may not be secure. Be careful that the form is sent to only South Georgian Bay Family Mediation.**

### What is Mediation?

Mediation is a co-operative problem solving process. A neutral third party, the mediator, assists participants to work out their own, mutually acceptable agreement. Situations are screened for safety. Relationships involving severe power imbalances or incapacities which impair the ability of the parties to negotiate fairly with each other are not appropriate for mediation.

With the help of accredited mediators, parties seek to reach a creative, fair and practical settlement, even though the conflicts may be complicated and the parties have been previously unable to negotiate on their own. Separating couples can resolve a wide variety of issues through the mediation process. These include ongoing arrangements for the care, control and parenting of their children; support of dependent spouses and children; possession of the matrimonial home; and division of their property.

Mediation is completely voluntary and confidential. Any party is free to withdraw from mediation at any time. In fact, the mediator may terminate the process when she feels it is not useful or appropriate for the parties. Completed intake forms and a contract signed by both parties must be received before mediation can begin.

### Intake Form

Please take a few moments to answer this questionnaire. This completed form is confidential, for use by your mediator. If there is any information contained which you are not yet ready to disclose to the other party you are mediating with, please indicate that clearly on this document. The mediation process will help you discuss such information, if it is important to the fair and equitable outcome of the mediation.

Sections indicated by the \* are vital to ensure this is a specific and appropriate service for you.

Today's Date: \_\_\_\_\_

Referred by: \_\_\_\_\_ Lawyer  
\_\_\_\_\_ Self  
\_\_\_\_\_ Other (If other, please specify)

#### General Information

Full Name:\* \_\_\_\_\_  
Age: \* \_\_\_\_\_  
Present Address: \* \_\_\_\_\_

City and Postal Code: \* \_\_\_\_\_  
 Primary Phone: \* \_\_\_\_\_  
 Cell Phone: \* \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Work Telephone: \_\_\_\_\_  
 Okay to call at work? \* \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Name of (Retained) Lawyer: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Name of Lawyer(s) Consulted: \* \_\_\_\_\_

Name of the person who you would like to settle issues with: \* \_\_\_\_\_

Are there any legal reasons that will prevent you from communicating directly or indirectly with this person? \* \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If so, please explain: \_\_\_\_\_

**Information for Mediator**

Did you and the person of this dispute ever live together? \* \_\_\_\_\_ Yes \_\_\_\_\_ No  
 When did you begin living common-law? (Month/Year) \_\_\_\_\_  
 What was your date of marriage? (Month/Year) \_\_\_\_\_  
 When did you last separate? \*(Month/Year) \_\_\_\_\_  
 Do you have any interest in reconciliation with this person? \* \_\_\_\_\_ Yes \_\_\_\_\_ No

Please provide a brief history of your marriage/relationship: \*  
 (significant events such as children, reason for separation) – short, quick summary, since you will discuss this information individually with the mediator so just point form is okay;

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please tell us one or more positive things about the opposing person:

\* \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Who made the decision to separate/end the relationship? \* \_\_\_\_\_ Me/ \_\_\_\_\_ Partner/ \_\_\_\_\_ Both

Are there children from this marriage/relationship? \* \_\_\_\_\_ Yes \_\_\_\_\_ No

(If you answer "yes", please provide each child's information below.)

**Children:**

First Child's Name: \_\_\_\_\_

First Child's Date of Birth: \_\_\_\_\_

First Child is living with: \_\_\_\_\_

Second Child's Name: \_\_\_\_\_

Second Child's Date of Birth: \_\_\_\_\_

Second Child is living with: \_\_\_\_\_

Third Child's Name: \_\_\_\_\_

Third Child's Date of Birth: \_\_\_\_\_

Third Child is living with: \_\_\_\_\_

Fourth Child's Name: \_\_\_\_\_

Fourth Child's Date of Birth: \_\_\_\_\_

Fourth Child is living with: \_\_\_\_\_

Are you currently in a new marriage/common-law relationship? \* \_\_\_\_\_ Yes \_\_\_\_\_ No

Is so, since when: \_\_\_\_\_

Name of current partner: \_\_\_\_\_

Do you have other dependent children not mentioned above? \_\_\_\_\_ Yes \_\_\_\_\_ No

(If you answer "yes", please provide each child's information below).

Other Children's' Names: \_\_\_\_\_

Their Ages: \_\_\_\_\_

If you lived together - your reasons for separating?

Primary Reason: \* \_\_\_\_\_

Secondary Reason: \_\_\_\_\_

Additional Reason: \_\_\_\_\_

Other Reason: \_\_\_\_\_

**Please briefly provide us with what you believe are the issues for this mediation, (ie. Parenting plan, division of assets, support, safety, making sure the other party follows through with what was agreed to, etc.). Issues will be discussed and expanded in your individual meeting with the mediator.**

First Issue: \* \_\_\_\_\_

Why is this a concern to you? \* \_\_\_\_\_

Second Issue: \_\_\_\_\_

Why is this a concern to you? \_\_\_\_\_

Third Issue: \_\_\_\_\_  
 Why is this a concern for you? \_\_\_\_\_

Fourth Issue: \_\_\_\_\_  
 Why is this a concern for you? \_\_\_\_\_

Have you started legal action in court? \*      \_\_\_\_\_ Yes      \_\_\_\_\_ No

If yes, what stage are you at:

- \_\_\_\_\_ Prior to first court date
- \_\_\_\_\_ First appearance court
- \_\_\_\_\_ Case conference date
- \_\_\_\_\_ Settlement conference
- \_\_\_\_\_ Other

Next Court Day: \_\_\_\_\_

Your annual gross income? \* \_\_\_\_\_

Information about mediation is sometimes collected for research purposes, without any identifying information. Thus, there are additional questions:

What is the highest level of education you have completed?

- \_\_\_\_\_ High school
- \_\_\_\_\_ Some post-secondary schooling
- \_\_\_\_\_ College/technical degree
- \_\_\_\_\_ University degree, undergraduate
- \_\_\_\_\_ Other (please specify) \_\_\_\_\_

What is your first language? \_\_\_\_\_

Do you speak another language? If so, please specify which language(s)?

\_\_\_\_\_

\_\_\_\_\_

Do you have disabilities you would like us to be aware of?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

If so, please specify:

\_\_\_\_\_

\_\_\_\_\_

**You are confirming that you are aware of the following**

**A. Information is confidential:**

***Cathy Cartwright*** BA., MSW., RSW., AccFM  
 214-269 Main Street West, North Bay, Ontario, P1B 2T8  
[cathy.cartwright@sgbfm.ca](mailto:cathy.cartwright@sgbfm.ca)      705-477-3529      <http://www.sgbfm.ca>  
**Helping you navigate the rough bits of life**

I understand that information provided to the mediator is confidential and may not be used at court. I agree that no person involved with the mediator shall be a compellable witness in any current or future legal proceedings in regards to this file.

**B. Process is voluntary:**

I understand that mediation is a voluntary process and that the mediator is a neutral person who is present to help us come to an agreement that is acceptable to all of us.

**C. Complimentary Legal Process**

The mediator will not and cannot provide legal advice to any of the parties. I know getting legal advice is recommended and prudent.

**D. Fees:**

I understand that there is a fee for mediation. Fees may be covered under extended health benefits. Currently this fee is \$150.00/hour, payable in whatever splitting of costs the two parties have agreed upon; i.e. 50:50, 60/40 etc. This fee will be provided to the mediator prior to the individual interviews and will be payable before mediation proceeds for each session. There may be provisions made for those with a demonstrated need for alternate arrangements.

**E. Mediation Report:**

A Mediation Report or Memorandum of Understanding is compiled at the conclusion of the mediation process. It depends on the number and complexity of the matters to be outlined, as to how long it takes to compile, outlining what we agreed to in mediation. If we want a legally binding agreement, our lawyers would convert the document it into a legal separation agreement.