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Our reference: FDR:  
Contact: FDR Unit  
Telephone: (08) 8111 5534  
Date:

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366 424  
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### FDR BRIEFING LETTER – PROPERTY SETTLEMENT

Please complete this form and return to the FDR Unit via email to: [FDRsecretary@lsc.sa.gov.au](mailto:FDRsecretary@lsc.sa.gov.au)

#### CLIENT:

Name:	
Address:	
Phone:	
Email:	
Solicitor:	
	Phone:
	Email:

#### OTHER PARTY:

Name:	
Address:	
Phone:	
Email:	
Solicitor:	
	Phone:
	Email:

ISSUES: (Tick all that apply and attach copies of relevant documentation)

Physical violence	<input type="checkbox"/>	Current bail agreement (a copy MUST be provided to the FDR Unit)	<input type="checkbox"/>
Psychological abuse	<input type="checkbox"/>	Substance abuse issues	<input type="checkbox"/>
Verbal abuse	<input type="checkbox"/>	Mental health issues, including threats of suicide/self-harm	<input type="checkbox"/>
Financial abuse	<input type="checkbox"/>	Support services being accessed to address these concerns	<input type="checkbox"/>
Domestic Violence Intervention Order (if there is a current DVIO a copy MUST be provided to the FDR Unit)	<input type="checkbox"/>	Previous mediation (please provide a copy of any agreements reached if these are available)	<input type="checkbox"/>
Past or current police involvement	<input type="checkbox"/>	Interpreter required? Specify language/dialect	<input type="checkbox"/>
Past or current pending criminal charges	<input type="checkbox"/>	Rural/regional/interstate location – telephone link up required?	<input type="checkbox"/>

BACKGROUND Please include the following details where applicable:-

Length of relationship	Date of separation	Date of divorce/decrece
Click here to enter text.	Click here to enter text.	Click here to enter text.

Children	DOB	Child Support paid? If Yes, How Much?
Click here to enter text.		
Click here to enter text.		
Click here to enter text.		
Click here to enter text.		

1. Has your client participated in or is currently participating in FDR, Court or other services relating to property settlement, children's matters or both? If so, please provide copies of any agreements or outcomes reached. (NB: The FDR Unit at the Legal Services Commission is not able progress your client's file if your client is currently using an alternative FDR service, until that process is completed)
  
2. Please provide a history of your client's position, including but not limited to:-
  - contributions at the commencement of the relationship;
  - financial and non-financial contributions during the relationship;
  - post relationship contributions;
  - details of Section 75 (2) factors; and
  - any other issues of relevance, such as family violence.
  
3. What property settlement issues is your client seeking to have resolved at FDR?
  
4. What are the issues preventing the parties from reaching agreement?
  
5. Outline the outcome sought via FDR? Please provide a proposed Heads of Agreement/Minute of Order prior to the Conference.
  
6. Any other relevant information?

7. Please complete the following information ( if more than provided for, please attach additional information) :

**SUMMARY OF ASSETS AND LIABILITIES OF BOTH PARTIES**

<b>ASSETS</b>	<b>Evidence of value Attached</b>	<b>Spouse/ de facto partner's value</b>	<b>In current possession of Wife, Husband or joint</b>
Real Estate (include address)	No Source:		
Real Estate (include address)	No Source:		
Cash	No Source:		
Bank Accounts etc (Detail credit and debit)	No Source:		
Bank Accounts etc (Detail credit and debit)	No Source:		
Motor Vehicle (provide details)	No Source:		
Motor Vehicle (provide details)	No Source:		
Shares/Debentures In public companies	No Source:		
Shares in private Companies	No Source:		
Tools & Machinery	No Source:		
Chattels/ Furniture and effects	No Source:		
Chattels/ Furniture and effects	No Source:		
Jewellery	No Source:		
Life insurance policies	Current surrender values to be attached		
Superannuation. Confirming letter with full details including contributions made (prior, during and after marriage), membership period, benefit payable on immediate voluntary retirement, minimum permitted retirement age etc.	Confirming letter required		
Superannuation (Details as above)	Confirming letter required		

Interest in business, partnership, joint venture etc.	No Source:		
Interest in deceased estate	No Source:		
Long Service Leave (accumulated)	No Source:		
Other – (Wife or Female De Facto Partner Only) Please Specify	No Source:		
Other – (Husband or Male De Facto Partner Only) Please Specify	No Source:		
Other – Please Specify	No Source:		
<b>ASSETS</b>	<b>Evidence of value Attached</b>	<b>Spouse/de facto partner's value</b>	<b>In current possession of Wife, Husband or joint</b>
<b>TOTAL</b>		<b>\$</b>	

<b>LIABILITIES</b>	<b>Evidence of value attached</b>	<b>Spouse / de facto partner's value</b>	<b>In current possession of Wife, Husband or joint</b>
Mortgage	No Source:		
Loan Accounts (Company, partnership)	No Source:		
Credit Card debt	No Source:		
Car Loan	No Source:		
Personal Loan	No Source:		
Other – (Wife or Female De Facto Partner Only) Please specify	No Source:		
Other – (Husband or Male De Facto Partner Only) Please specify	No Source:		
<b>TOTAL</b>		<b>\$</b>	
<b>NET ASSETS</b>		<b>\$</b>	

**CURRENT WEEKLY INCOME & BENEFITS AND EXPENSES**

<b>TOTAL WEEKLY INCOME/BENEFITS FROM ALL SOURCES</b>	<b>\$</b>
<b>TOTAL WEEKLY EXPENSES/OUTGOINGS FROM ALL SOURCES</b>	<b>\$</b>

Miscellaneous:-

1. Do the parties agree on the asset pool?
2. Do valuations need to be completed? If so, on what property?
3. Does a Form 6 (Superannuation) need to be completed?
4. Does anything else need to be finalised by either one or both parties before a Conference is able to be held?
5. Is there anything else we should be aware of related to the progression of this matter?

Thank you for your time.

Once this Briefing letter is completed, please email to the FDR Unit [fdrsecretary@lsc.sa.gov.au](mailto:fdrsecretary@lsc.sa.gov.au) and we will contact you as soon as the matter has progressed to an FDR Organiser.