

# INSTRUCTIONS CHECKLIST

---

## YOUR DETAILS

Surname \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Postal address (if different from above) \_\_\_\_\_

Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_

Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_

If born outside of Australia, year first entered Australia \_\_\_\_\_

Citizenship \_\_\_\_\_

Any other names you have been known by \_\_\_\_\_

How did you find out about us ? \_\_\_\_\_

Are you Aboriginal and/ or Torres Strait Islander Origin?  Yes  No

Do you need assistance with speaking English?  Yes  No

---

## OTHER PARTY DETAILS

Name \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_

Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_

If born outside of Australia, year first entered Australia \_\_\_\_\_

Citizenship \_\_\_\_\_

Any other names they have been known by \_\_\_\_\_

Name of lawyers \_\_\_\_\_

---

## MARRIAGE / COHABITATION DETAILS

Date of cohabitation \_\_\_\_\_

Date of marriage \_\_\_\_\_ Place of marriage \_\_\_\_\_

Date of final separation \_\_\_\_\_ Dates of previous separations \_\_\_\_\_

Date of divorce \_\_\_\_\_ Place of divorce \_\_\_\_\_

---

## CHILDREN'S DETAILS

Full name \_\_\_\_\_ Full name \_\_\_\_\_

Date of birth \_\_\_\_\_ Date of birth \_\_\_\_\_

Place of birth \_\_\_\_\_ Place of birth \_\_\_\_\_

Resides with \_\_\_\_\_ Resides with \_\_\_\_\_

Full name \_\_\_\_\_ Full name \_\_\_\_\_

Date of birth \_\_\_\_\_ Date of birth \_\_\_\_\_

Place of birth \_\_\_\_\_ Place of birth \_\_\_\_\_

Resides with \_\_\_\_\_ Resides with \_\_\_\_\_

---

## YOUR MATTER

What is your matter concerning?

Children's Issues       Property Settlement       Domestic Violence Order

Will       Power of Attorney       Other \_\_\_\_\_

---

## LEGAL AID QUEENSLAND

Are you applying for Legal Aid funding?  Yes  No

Have you received a grant of Legal Aid funding?  Yes  No

---

## PREVIOUS COURT ACTIONS

Are there any previous court orders? (please provide copies)  Yes  No

---

### Office Use Only

Solicitor Responsible: \_\_\_\_\_ File Number: \_\_\_\_\_

Please circle: Legal Aid / QPCU Member / Private Agency