

An appointment has been made for you to see a family specialist at the Citizens Advice Chelmsford offices on:

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If you are unable to make this appointment, please contact this office on
01245 205605



We Can Help

Citizens Advice Chelmsford

**Provides a free, confidential and independent advice service
with Specialist help with family problems**

Has a relationship with your spouse/partner broken down?

Are you experiencing domestic violence?

**Do you have a query about contact with a parent/child/family
member?**

Independent – Impartial – Confidential – Free



CITIZENS ADVICE BUREAU

**We are an independent advice agency
Our advice is FREE & CONFIDENTIAL**

Family Advice and Client responsibilities

In order to gain the maximum benefit from our service it is essential that you understand what this agency is able to do and what we expect you to do.

If there is anything in this document that you do not understand, please do not hesitate to ask, we are here to help you.

We will:

1. Hold a meeting with you to establish the facts of your case.
2. Use this information to explore the options available to you and to provide impartial advice.
3. Decide with you a plan of action.

Please note that the specialist is only able to give preliminary advice, and if you require work to be undertaken on your behalf, this may be chargeable. For further details, please speak with the Specialist at the appointment.

We expect you to:

1. Attend all appointments or let us know in advance if you are unable to do so. If you miss an appointment without letting us know, we will note this on your record and assume you no longer need our help.
2. Supply all relevant documentation, (list included with this form). This information is essential and will enable us to offer you the correct advice for your situation.

In the event of you not keeping to this agreement, the agency has the right to stop acting on your behalf.

CLIENT INFORMATION DETAILS
General Instructions

Carefully read through each section.
Then, please complete this form, providing as much detail as possible

Please bring all your paperwork and your completed form with you when you attend your first appointment

Title & Full Name:

Address:

Postcode: **Telephone No:**

Date of Birth: **Nat. Ins No.:** **Any Disability:**

Employment:

Full Time	<input type="checkbox"/>	
Part Time	<input type="checkbox"/>	Hours:
Unemployed	<input type="checkbox"/>	Since:
Full Time Carer	<input type="checkbox"/>	
Retired	<input type="checkbox"/>	
Other (please state)	<input type="checkbox"/>	

In receipt of:

Job Seekers Allowance	<input type="checkbox"/>	
Employment Support Allowance	<input type="checkbox"/>	
Income Support	<input type="checkbox"/>	
Disability Living Allowance	<input type="checkbox"/>	Higher/middle/lower rate?

Gross Annual Income: **Savings:**

Other Members of Household

Full Name	Date of Birth	Relationship
.....
.....
.....
.....

BACKGROUND INFORMATION

Relationship Breakdown	
Are you married or in a civil partnership? Date of marriage/civil partnership. What is your spouse's/partner's name?	
Are you living with your partner/spouse at present? How long have you lived together?	
Do you want a divorce/dissolution? Why?	
If you have separated from your spouse/civil partner, how long has this separation been?	
Do you have any children? If so, what age are they? Are they you and/or your spouse/partner's children?	
Are there any issues about where the children will live?	
Are there any issues about contact with those children?	
Are there any issues relating to finances?	
Are there any issues regarding jointly owned property or other assets?	
Are you in a new relationship? If so, are you living together?	

Contact/Residence/Parental Responsibility/Specific issue orders/prohibited steps orders	
Do you want contact/more contact with your child/parent or family member?	
Are there any issues about your ex partner/spouse's contact with your child(ren)?	
Are your children living with you but your ex/partner/spouse disagrees with this?	
Are your children living with your ex partner/spouse and you disagree with this?	
Do you have parental responsibility? If not, is this something you wish to acquire?	
Are you or your ex partner/spouse making a decision about your children's lives that you or your ex partner/spouse disagree with?	

Domestic Violence	
Are you the victim of domestic violence?	
When was the last incident of domestic violence?	
Has there been any police involvement? Have there been any criminal charges?	
If not, why have the police not been involved?	

ITEMS TO BRING WITH YOU

This section deals with the paperwork which may be relevant to your case.

Please take time when completing this form.

It is essential that you bring along all relevant information to your appointment.

1. A brief chronology of events leading up to the present time, of your issue.
2. Any correspondence you have sent/received which relates to your family law problem.
3. Any documents you have relating to your family law problem.
4. Any assessments undertaken by social services.
5. Any other information letters, papers or other correspondence that you think may be important.
- 6. This form, completed as much as possible**