



# Checklist

## for a family management conference

### Background

No matter what your case is about, bring this information with you:

- The legal name, age, and birthdate of all the people involved (including any children).
- The date you and the other person moved in together or got married.
- Where you lived when you were together.
- The date you separated.
- Where you and the other person live now.
- Who lives with you or the other person now (for example, your children, a new partner, stepchildren, a roommate).
- If you have dependent children, where they live now.
- What you and the other person do for work.

### Role of each person when you were together

You might need to describe how you and the other person shared your responsibilities when you were together. Make a note of what roles you each played. For example:

- One of you stayed at home and cared for the children while the other worked.
- One of you worked while the other went to school to upgrade their skills and get a better-paying job.
- Both of you worked, the children were in daycare during the day, and both of you looked after them when you were off work.

### Your current situation

Bring information about:

- your current parenting schedule and why it is or isn't working,
- the amount of child and spousal support payments you're making or getting right now, and
- your financial situation.

## Orders you want

- If you want parenting time, write down all the days and times you want to have the children. Write down if you want them on certain holidays or other special days like your birthday or their birthdays.
- If you want child support:
  - use the [child support calculator](#) or [child support guidelines](#), or speak to duty counsel to find out what's reasonable and write it down,
  - write down how much you earn, and
  - write down how much the other person earns and how you know this.
- If you want to live in the family home and want the other person to leave, write down:
  - why you think it's better for you and the children to stay in the family home, and
  - whether the other person has a place they can still see the children.

## Family Violence

See [Abuse & family violence](#) to find out more about what counts as family violence.

Make a list of any family violence you or your family has experienced.

Here are some examples of abuse and family violence in relationships.

**Physical abuse** is when your partner:

- stops you from leaving your home;
- breaks your things, damages property, or threatens to damage something that you value;
- shoves, slaps, chokes, punches, or kicks you; or
- threatens or hurts you with a weapon or an object.

**Emotional or verbal abuse** is when your partner:

- embarrasses you, yells at you, insults you, or calls you bad names;
- constantly criticizes you and blames you for everything;
- doesn't let you contact friends and family;
- threatens to have you deported; or
- accuses you of having or wanting to have sex with someone else.

**Psychological abuse** is when your partner:

- decides what you can do or know about, where you can go, or who you can see;
- opens and reads your mail or other private papers;
- follows or watches you wherever you are, or keeps track of your phone calls;
- phones, texts, or emails you over and over; or
- threatens to hurt you, your children, friends, or pet.

**Sexual abuse** is when your partner:

- forces you to have sex when you don't want to,
- forces you to perform sexual acts that make you uncomfortable or hurt you, or
- injures sexual parts of your body without your agreement.

**Financial abuse** is when your partner:

- makes all the household money decisions and doesn't let you have any money,
- doesn't let you use bank accounts or credit cards,
- doesn't let you get a job or makes you lose your job, or
- runs up debts in your name.