

# INTRODUCTION TO THE **white** FOLDER

## PURPOSE

The **white** folder has been designed to help you keep control of your divorce by achieving two things:

- The first 3 forms are designed to assist you in the process of choosing the right lawyer for your case.
- The remaining 6 forms will help you keep a record of significant interactions during your divorce proceedings.

## EXPLANATIONS / INSTRUCTIONS

The **white** folder contains the following 9 forms:

1. CHOOSING-A-LAWYER ON RECOMMENDATIONS
2. QUESTIONS FOR THE LAWYER
3. GOALS
4. ACTION / TO DO LIST
5. LAWYER TELEPHONE CALL REGISTER
6. LAWYER APPOINTMENT REGISTER
7. COURT ATTENDANCE REGISTER
8. CHILD CONTACT REGISTER
9. CHILD SUPPORT AGENCY REGISTER

### FORMS 1 TO 3 (CHOOSING THE RIGHT LAWYER)

You need to know what you want to achieve from your divorce in order to know who the right lawyer is for you. When you work out your goals you should try and arrange them in order of priority. It is important that you write them down.

### FORM 3 PROVIDES A CONVENIENT PLACE FOR YOUR GOALS TO BE RECORDED.

Useful tips about setting your goals and what you need to think about, can be found in the book *This is Your Divorce (Not your Lawyer's)*.

### FORMS 4 TO 9 (RECORDING SIGNIFICANT INTERACTIONS)

Significant interactions include:

- a. Your interactions with your lawyer such as meetings, telephone calls and attendances at court.  
(Copies of correspondence between yourself and your lawyer are kept in the **blue** Folder).

Keeping a record of such interactions has a number of benefits:

- It can help you find information which you may otherwise have forgotten about.
- It enables you to check that your lawyer is billing you correctly.
- It provides you with a written record of things that you need to do.
- It provides you with a written record of things that your lawyer is expected to do.

- b. Contact with your children (if applicable to your case).

Keeping a record of your contact with your children can be important for a number of reasons:

- It enables you to accurately recall important details of your contact with your children, particularly where there are disputes about contact.
- It provides you with a written record that you can easily make available to your lawyer.
- It will help your lawyer prepare your affidavit.

- c. Your interactions with the Child Support Agency (if applicable to your case) such as meetings and telephone calls.

Keeping a record of such interactions has a number of benefits:

- It can help you find information which you may otherwise have forgotten about.
- It provides you with a written record of things that you need to do.
- It provides you with a written record that you can easily make available to your lawyer.

Keeping copies of documents in an organised way has many benefits:

- If you need to find a copy of the document you can do so easily and quickly.
- You can easily follow how your matter is progressing by following the course of correspondence and filing of court documents.
- It also provides you with a readily available record if there is a dispute between yourself and your lawyer.
- Finally, if for some reason you need to change lawyers, you will have a record of all important documents readily available to provide to your new lawyer.

THE POWER IS ON THE SIDE OF THOSE WHO ARE BEST PREPARED

# INTRODUCTION TO THE **blue** FOLDER

## PURPOSE

The **blue** folder has been designed to help you keep a copy of all important documents in your divorce in an organised fashion.

Keeping copies of documents in an organised way has many benefits:

- If you need to find a copy of a document, you can do so easily and quickly.
- You can easily follow how your matter is progressing by following the course of correspondence and filing of court documents.
- It provides you with a readily available record if there is dispute between yourself and your lawyer.
- If for some reason you need to change lawyers, you will have a record of all important documents readily available to provide to your new lawyer.

## EXPLANATION / INSTRUCTIONS

Documents have been divided into the following 10 categories:

1. **DOCUMENT REGISTER**  
This is not really a category of documents as such. It is actually a register of all documents in all categories designed to provide a quick reference / record of all the documents contained in this folder.
2. **COURT DOCUMENTS FILED ON YOUR BEHALF**  
These are documents filed in court on your behalf. They include documents such as applications, responses, affidavits and financial statements.
3. **COURT DOCUMENTS FILED ON BEHALF OF YOUR SPOUSE**  
These are documents filed in court on behalf of your spouse. They include documents such as applications, responses, affidavits and financial statements.
4. **COURT DOCUMENTS FILED ON BEHALF OF OTHER PARTIES**  
These are documents filed in court on behalf of the parties to the proceedings such as a child's representative, interveners or third parties. They include documents such as applications, responses, affidavits and financial statements.
5. **COURT ORDERS AND OTHER COURT DOCUMENTS**  
This category of documents includes documents such as court orders, court directions and notices.
6. **YOUR LAWYER'S CORRESPONDENCE TO THE OTHER SIDE**  
This category is for copies of correspondence and other documents sent by your lawyer (or by you, if you do not/did not have a lawyer) to:
  - a. Your spouse or your spouse's lawyer; and
  - b. Other parties, including child representatives, interveners and third parties or their lawyers.
7. **OTHER SIDE'S CORRESPONDENCE TO YOUR LAWYER**  
This category is for copies of correspondence and other documents received by your lawyer (or by you, if you do not/did not have a lawyer) from:
  - a. Your spouse or your spouse's lawyer; and
  - b. Other parties, including child representatives, interveners and third parties or their lawyers.
8. **YOUR CORRESPONDENCE WITH YOUR LAWYER**  
This category is for copies of correspondence and other documents sent by:
  - a. Your lawyer to you; and
  - b. You to your lawyer.
9. **YOUR LEGAL BILLS**  
This category is for copies of bills received from your lawyer or from any experts that you have had to engage to the purpose of your divorce proceedings.
10. **YOUR LAWYER'S CLIENT SERVICE AGREEMENT(S)**  
A copy of your lawyer's client service agreement and/or costs disclosure could be kept under this category.

LET ALL THINGS BE DONE DECENTLY AND IN ORDER

# INTRODUCTION TO THE **black** FOLDER

## PURPOSE

The Black Folder has been designed to help you reduce your legal costs by helping you gather and organise most of the important information that your lawyer will need to prepare and run your divorce proceedings. If you are able to do this yourself you will save the lawyer many hours of work. Lawyers charge hundreds of dollars per hour for their work. So, for each hour of lawyer's work saved by your efforts, you should reduce your legal costs by hundreds of dollars.

Most people don't earn anywhere near as much per hour as their lawyer charges per hour for his or her work. Consequently, your efforts should automatically save you money.

But the reality is that a lot of the time and effort required to fill out forms and use this folder would be required from you anyway. Even if you didn't use this folder and its forms, your lawyer would still require you to provide the same information. The difference is that you would be gathering and organising the information with your lawyer's assistance. Your lawyer would spend time giving you that assistance - and he or she would charge you for it. So even if you could earn close to what your lawyer charges you for each hour of your time you are still likely to save many hundreds of dollars by using this folder.

- B01 Your Personal Information**
- B02 Your Spouse's Personal Information**
- B03 Marriage Information**
- B04 Children**
- B05 Health Special Needs**
- B06 Domestic Violence and Abuse**
- B07 Liabilities**
- B08 Income**
- B11a Joint Assets Non Real Estate**
- B11b Your Assets Non Real Estate**
- B11c Your Spouse's Assets Non Real Estate**
- B12a Joint Real Estate**
- B12b Your Real Estate Assets**
- B12c Your Spouse's Real Estate Assets**
- B13a Joint Business Assets**
- B13b Your Business Assets**
- B13c Your Spouse's Business Assets**
- B14 Documents Checklist**
- B15 Business Documents Checklist**