

## Superior Court of California, San Luis Obispo Family Court Services Intake Form

**What is this form for?** You and your child/children's other parent have been referred to Family Court Services for help with developing a parenting plan for your child or children. Professionals in family court services are trained as mediators and on other topics related to family court cases, including child development and domestic violence. The information collected on this form will be used to help the mediator decide how to best help you with your particular case. You will receive a written copy of the mediation outcome form the mediator provides to the court before the form goes to the court.

Mediation date: \_\_\_\_\_ Case #: \_\_\_\_\_ Next hearing date: \_\_\_\_\_

Your full name: \_\_\_\_\_ Other parent's name: \_\_\_\_\_

Your birth date: \_\_\_\_\_ Age: \_\_\_\_\_

\*Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Employer: \_\_\_\_\_ How long? \_\_\_\_\_ Position: \_\_\_\_\_

Are you represented by an attorney in this case? (yes/no)

If yes, attorney contact info:

### **Children involved in this case**

<u>First name</u>	<u>M.I.</u>	<u>Last Name</u>	<u>Age</u>	<u>Date of Birth</u>	<u>School and grade</u>
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_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Who else lives in your home (and how are they related)? \_\_\_\_\_

Have you been to mediation with the other parent before?  Yes  No

Have you been to the co-parenting class (Children: the Challenge in Divorce) yet?  Yes  No

Please describe your current parenting schedule:

**\*PLEASE NOTE:** Listing your address on this form will not update your address in court records. To change your address with the court, you need to complete a *Notice of Change of Address or Other Contact Information* form (including the proof of service on page two) and file the form with the court. Family Court Services can provide you with a copy of the form upon request.

**Related Cases:** It is helpful to know if your family (you, the other parent, and children/child) has been involved or is involved in other court cases. If there are other cases related to this one, please let us know:

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**Detailed questions:** Mediators need to know about your case so that your appointment is as helpful to you as possible. Please answer the following questions:

1. Have either you or the other parent said that there are concerns about family violence?  
 Yes  No  Not Sure
2. Has a request for a restraining order been filed within the last five years?  Yes  No  
Is there a restraining order in place right now? \_\_\_Yes \_\_\_No
3. Do you have any concerns about **the safety of the child/children** when the child is with the other parent?  Yes  No If yes, the mediator will talk with you about your concerns, but is there anything you would like to briefly write to the mediator about this now?  

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4. Do you have any concerns about **your safety** around the other parent?  Yes  No If yes, the mediator will talk with you about your concerns, but is there anything you would like to briefly write to the mediator about this now?  

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5. Do you have any concerns about mediating (talking about your case and plans for parenting your children) with the other parent in the same room?  Yes  No
6. Please provide the following dates, if applicable, as well as you can estimate:  
Date of marriage: \_\_\_\_\_  
Dates lived together: \_\_\_\_\_  
Date of separation: \_\_\_\_\_

**Your case may be one where a "separate session" must be provided.** If there are allegations or a history of domestic violence, or if there is a restraining order in your case, you have the right to meet with the mediator without the other party upon request ("separate session"). In a case with allegations or a history of domestic violence, even if you do not ask for a separate session, the mediator will speak with each parent separately before meeting with you together (or during or after if the domestic violence comes up during the session). A request for a separate session is not viewed as evidence of lack of cooperation.

**Are you asking for a separate session at this time?** \_\_\_Yes \_\_\_No

**If you are unsure about whether you need to meet separately, would you like to speak with the mediator privately about the mediation process?** \_\_\_Yes \_\_\_No

**Support Person** If a restraining order has been issued to protect you, a support person is allowed to go with you any mediation orientation or session, including separate sessions. However, the mediator may exclude a support person if the support person participates in the mediation, acts as an advocate, or if their being there interferes with mediation.

**Substance abuse:** Do you have concerns about drug or alcohol use or abuse by the other parent?

Yes     No

**Mental health concerns impacting child currently:** If you have concerns about mental health issues in this case, please briefly describe:

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**Information about mediation:** Parents who come to court about child custody and visitation face decisions about parenting plans for their children. A parenting plan describes how the parents will divide their responsibilities for taking care of their child after separating or divorcing. The plan may include a general or specific schedule of days, times, weekends, holidays, vacations, transportation, pick-up/drop-off, limits on travel, and other details. When the parties cannot agree to a parenting plan on their own, in mediation, or through other processes, the judge will decide.

**What do you feel needs to be discussed in mediation?**

(Check as many as applicable)

- |   |   |
|---|---|
| <input type="checkbox"/> Child/ren's residence          | <input type="checkbox"/> Time with each parent in school year |
| <input type="checkbox"/> Holiday/Vacation time          | <input type="checkbox"/> Authority/Decision-making            |
| <input type="checkbox"/> Child care                     | <input type="checkbox"/> Transportation                       |
| <input type="checkbox"/> Parent/Child relationship      | <input type="checkbox"/> Supervision/Discipline               |
| <input type="checkbox"/> Domestic violence              | <input type="checkbox"/> Creating peaceful communication      |
| <input type="checkbox"/> Child abuse, neglect           | <input type="checkbox"/> Alcohol/Drug Abuse                   |
| <input type="checkbox"/> Following the court's order(s) |   |

**Are there any other issues about your child or children you would like to discuss with the mediator?**

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**Confidentiality**

Mediation sessions are private and the mediator may not share information from those sessions with just anybody. You should not assume information you share separately with the mediator may be kept confidential from the other party, however, you may tell the mediator if there is information you are providing that may put you at risk if it is shared.

Mediators and staff must make reasonable efforts to keep residential addresses, work addresses, and contact information-including but not limited to telephone numbers and e-mail addresses-confidential in all cases and on all Family Court Services documents.

***What if we reach an agreement?*** Your agreement will be submitted to the court only after all parties (including their attorneys) have signed the document.

***What if we do not reach an agreement?*** The mediator may make recommendations to the court regarding counseling and education and the court's procedure for gathering information. These recommendations may include the following:

- a. Attorney for the child
- b. Counseling for the children and/or parents
- c. Parenting classes
- d. Abbreviated custody investigation
- e. Full custody investigation
- f. Psychological evaluation
- g. Drug and alcohol assessment

- The mediator **will not** make recommendations to the court regarding your children's living arrangements.
- An attorney of record may be given information on whether or not you reached an agreement (the mediation outcome). The only other communication between the mediator and an attorney of record shall include faxing a copy of a proposed agreement if one is reached.

***What information goes to the judge?***

The mediator will inform the Court about whether the parties reached an agreement or not. If the parties do not reach an agreement, the mediator may make one of the recommendations noted above. If the parties do reach an agreement and it is signed by all parties, then the agreement will be submitted to the court. The mediator will not make a custody recommendation to the court or share any information with the court about what was discussed during the mediation.

***What information goes to people outside the court?***

There are certain situations in which mediators are required or permitted to reveal information without your permission. They are not required to inform you of their actions in this situation.

If you threaten violence to another person, the mediator may be required to inform the intended victim and the appropriate law enforcement agencies.

If you are likely to harm yourself unless protective measures are taken, the law may permit the mediator to take appropriate actions to ensure your safety.

If the mediator has reasonable cause to suspect abuse and/or neglect of children, elderly or dependent adults, or if such is reported to the mediator, that mediator may be required by law to report to an appropriate protective agency and/or the police.