



NWT Family Law Mediation Program

Preparing for mediation

Life can be stressful during separation and divorce. You may feel tired and just want to move on. Taking the time to prepare for mediation can help you feel more relaxed during the process and can make it easier to make decisions.

There are many things you can gather, think about and do before mediation. This information sheet is meant to help you prepare. Not everything will apply to you but doing these things now may help smooth the path for you in the future.

What you can do:

You are strongly encouraged to participate in a **free** Parenting After Separation Workshop before mediation. You will learn about your legal rights, responsibilities and more! You may also learn some things that you didn't think about which you should talk about during mediation.

To register, call 1-877-776-2838 (873-2473 in Yellowknife) or email nwtpas@northwestel.net. The deadline to register is 3 business days before a workshop. You can sign up for a future session at any time at <https://www.justice.gov.nt.ca/en/parenting-after-separation-workshops/>

Think about the issues:

Write down your current parenting arrangements.

- What concerns do you need to resolve?
- What are your goals for mediation?
- What is most important to you?
- Think about the other person's needs. What do you think is most important to them?
- How would you like to resolve the concerns? Be prepared to explain your suggestions if you and your ex partner do not agree.
- Think about what you are willing to negotiate and how you may compromise to make decisions.

Your mediator can help you to generate creative solutions and evaluate ideas so you can make decisions.

Gather documents and information that you may need

You may be asked to share a variety of information with your ex partner as part of the mediation process. You likely won't require everything listed and this is not a complete list:

- Account numbers and balances for bank accounts (savings, checking and others), credit cards and lines of credit
- Appraisals for valuable items like jewellery, antiques, art, etc.
- Court Orders, reasons for judgment (including protection orders, emergency protection orders, etc.)
- Insurance:
 - Life
 - Health
 - Vehicle
 - Business
- List of:
 - assets such as real estate, vehicles, airplanes, boats, skidoos, trailers, etc. (include the current value, appraisals, property assessments etc.)
 - debts including balances and recent statements
 - investments
 - pension statements
 - upcoming Court dates
- Special and extraordinary expenses (include a list of expenses and receipts)
- Tax returns and notices of assessment (last three years), pay stubs and other proof of income.
 - Year to date income statement
 - If you are self-employed, corporate tax returns and corporate financial statements for the last three years
- Written agreements (including drafts) and any previous Memorandum of Understanding

Your mediator may ask for more information or documents that are not listed.

You will need to gather a lot of information. It is helpful to be organized. For example, a spreadsheet may be helpful to present financial information (bring the documents as backup).

TIP! *If you organize the information in a binder with tabs, it will be easier to find.*

Mediation

Before mediation begins you will be asked to sign an Agreement to Mediate. Your mediator may also ask you to complete other forms. Please complete and return these documents quickly so the process is not delayed.

IMPORTANT! Please find childcare - do not bring children to mediation appointments.