**INITIAL FAMILY VIOLENCE ENQUIRY FORM**

If you are in immediate danger, contact Victoria Police on 000.

We do not assist with legal aid matters. If you intend to apply for legal aid funding for your matter, you should contact Victoria Legal Aid on 1300 792 387.

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| --- | --- |
| **You** | |
| Title | Mr / Mrs / Ms / Miss / Dr |
| Given names |  |
| Surname |  |
| Previous Surname/s |  |
| Telephone No. | (H) (W) |
| Mobile No. |  |
| Email |  |
| Date of Birth |  |
| How did you find us? |  |
| **Our Contact with You** | |
| Are your contact details secure? | Yes  No |
| If we call and you don’t answer, can we leave a message on the number you have provided? | Yes  No |
| Can we send you an email to the address provided? | Yes  No |
| Have you shared the password to the email account? | Yes  No |
| If you have an Apple Device, have you shared your Apple ID? | Yes  No |
| Is there a particular day or time of day when you prefer to be contacted? |  |
| **Other Party** | |
| Title | Mr / Mrs / Ms / Miss / Dr |
| Given names |  |
| Surname |  |
| Previous Surname/s |  |
| Telephone No. | (H) (W) |
| Mobile No. |  |
| Email |  |
| Date of Birth |  |
| Relationship of other party to you |  |
| Are you living with the other party (even if separated under one roof)? |  |
| Is the other party legally represented? If so, what is the name of the lawyer and law firm? | Yes  No |
| **Current Court Proceedings** | |
| Are there any existing Court Orders?  If so, are these Orders made in the Family Court or Federal Circuit Court? Or an Intervention Order/s? | Yes  No |
| Do you have a pending Court date? If so, what is the next Court date? | Yes  No |
| **Specific Comments or Questions** | |
|  | |

**Next Steps**

* Once we have received the completed form from you, subject to a conflict check, we will contact you by close of business the following business day to arrange an initial one hour conference (subject to your preferred communication method).
* You will not be charged for the initial one hour conference. If you ask us to do work for you after that conference we will charge you our usual rates which we will discuss with you.
* We cannot assist you in relation to criminal law proceedings or if your matter does not relate to family law or family violence matters.
* If we are unable to assist you, we will contact you by email to inform you and to provide you with referrals for assistance.
* We will provide you with an additional questionnaire to be completed and returned to us prior to your initial conference
* The information you provide to us will be used to respond to your enquiry only.
* By completing this form you have not engaged us to act on your behalf.
* The information you provide to us will be stored and used in accordance with our Privacy Policy which is on our website.