

BETA

Q1 2026  
Launch

AI  
TOOL

We cannot provide legal advice or issue MIAM certificates. [Find an FMC-accredited mediator](#)

[Home](#) / Mediation Preparation Checklist

# Mediation Preparation Checklist: How to Prepare for Family Mediation

Complete checklist for preparing for family mediation. Documents to gather, questions to consider, and mental preparation for successful mediation.

## 1-2 Weeks

Prep Time

## Documents

Gather Early

## Priorities

Clarify

## Mindset

Matters Most

**Disclaimer:** Miam Certificate Quest is a beta AI preparation tool launching Q1 2026. Use this **mediation preparation checklist** alongside advice from your **FMC-accredited**

**mediator.** We cannot provide legal advice.

## Mediation Preparation Checklist

Being well-prepared for **family mediation** significantly improves your chances of reaching agreement. This **mediation preparation checklist** covers everything you need to do before your sessions.

 [Download Mediation Checklist \(PDF\)](#)

## Before Your MIAM: Preparation Checklist

Use this **mediation preparation checklist** before your **MIAM**:

### Documents to Gather

- ☒ ☐ Photo ID (passport, driving licence)
- ☒ ☐ Proof of address
- ☒ ☐ Legal aid evidence (if applicable)
- ☒ ☐ Any existing court orders
- ☒ ☐ Notes on key dates and events

### Information to Prepare

- ☒ ☐ Children's names and dates of birth
- ☒ ☐ Current living arrangements
- ☒ ☐ Current contact arrangements
- ☒ ☐ Main issues to resolve
- ☒ ☐ Any safety concerns

### Questions to Consider

- ✓ ☐ What are my priorities?
- ✓ ☐ What outcome do I want?
- ✓ ☐ Am I willing to try mediation?
- ✓ ☐ What are my concerns?

## Before Mediation Sessions: Full Preparation Checklist

This **mediation preparation checklist** is for joint mediation sessions:

### For Child Arrangements Mediation

#### Documents Checklist

- ✓ ☐ Children's school schedules
- ✓ ☐ Activity calendars
- ✓ ☐ Current contact schedule
- ✓ ☐ Work schedules (both parents)
- ✓ ☐ Holiday dates
- ✓ ☐ Any relevant medical information

#### Questions Checklist

- ✓ ☐ What living arrangements work best for children?
- ✓ ☐ What contact schedule is practical?
- ✓ ☐ How will holidays be divided?
- ✓ ☐ How will we handle handovers?
- ✓ ☐ How will we communicate about children?
- ✓ ☐ How will big decisions be made?
- ✓ ☐ What if arrangements need to change?

#### Priorities Checklist

- ✓ ☐ What is non-negotiable for me?
- ✓ ☐ Where can I be flexible?

- ✓ ☐ What do the children need most?
- ✓ ☐ What would a "good enough" outcome look like?

## For Financial Mediation

### Documents Checklist

- ✓ ☐ Recent payslips (3 months)
- ✓ ☐ Bank statements (12 months)
- ✓ ☐ Mortgage statement
- ✓ ☐ Property valuation
- ✓ ☐ Pension valuations (CETV)
- ✓ ☐ Savings and investment statements
- ✓ ☐ Debts and loan statements
- ✓ ☐ Business accounts (if self-employed)
- ✓ ☐ Tax returns
- ✓ ☐ List of valuable items

### Questions Checklist

- ✓ ☐ What is the family home worth?
- ✓ ☐ What are our pension values?
- ✓ ☐ What are our total assets?
- ✓ ☐ What are our total debts?
- ✓ ☐ What income do we each have?
- ✓ ☐ What are our housing needs?
- ✓ ☐ What is fair division?

## Mental Preparation Checklist

This part of the **mediation preparation checklist** is often overlooked but crucial:

### Emotional Preparation

- ✓ ☐ Acknowledge this will be difficult
- ✓ ☐ Process some emotions beforehand
- ✓ ☐ Consider speaking to a counsellor
- ✓ ☐ Plan how to stay calm
- ✓ ☐ Identify your triggers
- ✓ ☐ Practice deep breathing

## Mindset Preparation

- ✓ ☐ Focus on the future, not the past
- ✓ ☐ Keep children's needs central
- ✓ ☐ Accept you won't get everything
- ✓ ☐ Commit to listening, not just talking
- ✓ ☐ Be willing to compromise
- ✓ ☐ Stay solution-focused

## Practical Preparation

- ✓ ☐ Arrange childcare for session time
- ✓ ☐ Plan your route (or test video link)
- ✓ ☐ Allow travel time
- ✓ ☐ Eat beforehand
- ✓ ☐ Get good sleep the night before
- ✓ ☐ Have water and tissues available

## What to Bring: Mediation Preparation Checklist

### Always Bring

- ✓ ☐ Photo ID
- ✓ ☐ Notebook and pen

- ✓ ☐ Your prepared notes
- ✓ ☐ Water
- ✓ ☐ Any agreed documents

## For Child Mediation

- ✓ ☐ Calendars/schedules
- ✓ ☐ Children's activity information
- ✓ ☐ School term dates

## For Financial Mediation

- ✓ ☐ All financial documents (see above)
- ✓ ☐ Calculator
- ✓ ☐ Questions about finances

## Questions to Ask the Mediator

Include these in your **mediation preparation checklist**:

- ✓ ☐ How does the process work?
- ✓ ☐ What is confidential?
- ✓ ☐ How many sessions might we need?
- ✓ ☐ What happens if we can't agree?
- ✓ ☐ Can I bring a support person?
- ✓ ☐ How do we make agreements binding?

## The Day of Mediation: Final Checklist

- ✓ ☐ Review your priorities
- ✓ ☐ Re-read your notes
- ✓ ☐ Check you have all documents

- ✓ ☐ Leave plenty of time
- ✓ ☐ Arrive calm and focused
- ✓ ☐ Turn off phone during session

## Using This Mediation Preparation Checklist

- 1 Print or Save This Checklist**  
Keep this mediation preparation checklist where you can easily access and update it.
- 2 Work Through Sections**  
Tackle one section at a time in the days before your session.
- 3 Gather Documents**  
Start collecting documents early - some (like pension valuations) take time.
- 4 Reflect on Priorities**  
Spend time thinking, not just collecting papers.
- 5 Use Miam to Prepare**  
Our **AI assistant** can help you think through issues and priorities.

## Frequently Asked Questions

### Next Steps

- ✓ **Download/print this checklist** - Work through it systematically
- ✓ **Book your MIAM** - **Find a mediator**
- ✓ **Prepare with Miam** - **AI assistant** helps you clarify priorities
- ✓ **Gather documents** - Start early
- ✓ **Prepare mentally** - This matters as much as paperwork

**Tip:** The best-prepared party often achieves better outcomes in mediation. Invest time in this **mediation preparation checklist** – it's worth it.

## Prepare with Miam

Use our AI assistant alongside this mediation preparation checklist to clarify your thoughts and priorities.

[Prepare with Miam \(Free\)](#)

[Learn About MIAMs](#)



**AI Preparation Tool:** Miam helps you prepare for your MIAM but cannot provide legal advice or issue certificates. Only [FMC-accredited mediators](#) can do that.

## Related Guides

### Financial Disclosure in Divorce: Can You Refuse? What Happens If You Do

Complete guide to financial disclosure in divorce UK. Learn what happens if you refuse financial disclosure, consequences, court powers, and how to protect yourself. Expert advice on Form E and...

### What is a MIAM?

What is a MIAM? Learn what a Mediation Information Assessment Meeting is, what MIAM stands for, whether it is compulsory, what happens during the meeting, how to arrange one, costs, and how to...

### Family Mediation UK: Complete Guide to Resolving Family Disputes



What is family mediation? A complete UK guide to family mediation for separating couples. Learn how it works, costs, benefits, and how to find a mediator. Resolve child arrangements and finances witho...

## Divorce Mediation

Complete guide to divorce mediation in the UK. Learn how mediation works for financial settlements, property division, pensions, and child arrangements. Covers costs, the process, and how it compares...

## Parenting Plan

How to create a parenting plan after separation. Includes what to cover (living arrangements, holidays, education, communication), a free checklist, and how to make it work. Guidance for UK parents.