

BETA

Q1 2026
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CopilotKit v1.50 is now live!

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.

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Mediation Preparation Checklist

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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.

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?

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

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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)

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- [] Pension valuations (CETV)
- [] Savings and investment statements
- [] Debts and loan statements
- [] Business accounts (if self-employed)
- [] Tax returns
- [] List of valuable items

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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

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- [] Accept you won't get everything
- [] Commit to listening, not just talking
- [] Be willing to compromise
- [] Stay solution-focused

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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

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- [] Questions about finances

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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 the documentation you'll need for your mediation session.

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Spend time thinking, not just collecting papers.

5

Use Miam to Prepare

Our **AI assistant** can help you think through issues and priorities.

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Frequently Asked Questions

What is the most important part of mediation preparation?



How far in advance should I prepare for mediation?



Can I bring someone to help me at mediation?



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

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Prepare with Miam (Free)

Learn more

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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.

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