

BETA

Q1 2026
Launch

AI
TOOL

We cannot provide legal advice on issues relating to MIAM certificates. Find out more about the [FMC-accredited mediator](#) requirement. [CopilotKit v1.50](#) is now live!

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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 documents for your mediation (if you are a mediator) or for your session (if you are a participant).

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Spend time thinking, not just collecting papers.

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5

Use Miam to Prepare

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

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

CopilotKit v1.50 is now live!



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

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