

Checklist for a Family Management Conference

Once you've scheduled a date for your conference, use this list of steps:

- Consider talking to duty counsel if you haven't already
- Arrange a support person (optional) and get permission for them to attend
- Prepare and file a brief affidavit with additional details (optional)
- Email to the court registry any of the following as needed:
 - evidence such as documents, photos, objects
 - a list of the orders you want if there are several
 - a parenting plan that is detailed, clearly stating exactly the days and times you want
 - a list of any witnesses you'd have if you have a trial
- Prepare a script to use when talking to the judge, and practise saying it out loud
- Choose a quiet space for the conference, and get comfortable with the technology
- Book a day off work; arrange child care if necessary
- Review all your documents several days before the conference