

Family Case Conference preparation checklist for parties and lawyers

1. Have I tried mediation?
2. What issues do I agree with the other party about?
3. What's in the children's best interests?
4. What's my goal in attending the conference?
5. What's the other party's goal in attending the conference?
6. Are there solutions that meet both parties' goals and the children's best interests?
7. If there is no agreement and this matter needs a hearing, what evidence will I need to persuade the judge to rule in my favour? How will I present that evidence? (list witnesses, documents, etc.)
8. What will each of my witnesses testify about?
9. What is the time estimate for each witness' testimony?
10. Do I wish to attend court in person, by video or by telephone? (Do I have the necessary technology, ability, and space?)
11. What witnesses could give their evidence by affidavit, if this is permitted by the hearing judge? If the other party wants to question ("cross examine") them about their affidavit, could that be done by video or telephone?
12. Is each witness able to attend court in person, by video or by telephone? (Do they have the necessary technology, ability, and space to testify by video or telephone? If so, what is their name, phone number and email address?)
13. Do any of my witnesses need special considerations or accommodations (e.g. language interpreter, support people, physical accommodations, notice of expert witnesses to be provided in advance, judge's permission to present a witness under the age of 18)?
14. If my evidence includes documents (including photos, copies of emails or text messages, calendars, or other papers used to support my case), what's the best way to present them? If my hearing will be in-person, can they be organized in one tabbed and page-numbered binder? (Ask the judge at the conference for directions on how to provide documents to the other party and the Court before the hearing.)