

Before-you-reply preparation sheet

Family-law communication · A blank sheet for the context, the immediate concern and the purpose of a response

A quiet place to set out the context before deciding what to say. This sheet does not tell you whether, when or how to reply.

☐ Keep the whole exchange, including your own messages and relevant attachments.

☐ Locate any order or agreement that may affect the issue.

☐ Record the actual dates and any safety or time-sensitive concern.

☐ Write down what you want a response to achieve.

☐ Include previous agreements, changed positions and unanswered questions.

☐ List what remains unclear and what you need to understand before responding.

Your working notes

What happened before this message?

What needs attention now? Include dates and concerns

What do I want a response to achieve?

What remains unclear?

Adapted from Ed's supplied notes. Use this sheet to gather context and questions; it does not recommend a response to a particular exchange.

Read the accompanying NISI Journal article