



Checklist for Directions for Signs of Safety Pre-hearing Conferences (Referral Mention)

1. There will be a Signs of Safety pre-hearing conference on _____ at _____
2. The people who will come to the Signs of Safety pre-hearing conference are:
 - Department Caseworker:
 - Department Team Leader:
 - Department Lawyer:
 - Mother:
 - Mother's Lawyer:
 - Father:
 - Father's Lawyer:
 - Other family members:
 - Children:
 - Child Representative:
 - Agencies Involved:
3. Family Violence Restraining Order (tick box) Violence Restraining Order
Protected Person(s): _____
Bound Person(s): _____
(Nominate Party) _____ to provide a copy of the Restraining Order to Legal Aid WA by 4pm on _____
4. The Department to give a copy of its conference outline to the parties and the Child Representative by 4pm on _____ (10 days prior to the conference).
5. The respondents to give a copy of their conference outline to the parties and the Child Representative by 4pm on _____ (3 days prior to the conference).
6. The Child Representative to give a copy of the Child Representative's conference outline to the Department and to the parties by 4pm on _____ (3 days prior to the conference).
7. The addresses to send the documents to are:
 1. Department's lawyer: PO Box 6334, EAST PERTH WA 6892. Fax 9325 3830. Phone: _____
 2. Respondent 1: _____ Phone: _____
 3. Respondent 2: _____ Phone: _____
 4. Child Representative: _____ Phone: _____
(or Client Services – Assessing Section, Legal Aid WA, GPO Box L916, PERTH WA 6842).
8. Convenor to report to the Court by _____
9. Matter adjourned to _____ for mention.