

# Family-Court Prep Checklist

Use this before a call, clinic visit, or court-related appointment so the basics are not scattered.

## Bring or gather these first

- Case number, docket number, or notice if you have one.
- Any existing orders, parenting plans, or written agreements.
- Upcoming dates, deadlines, hearing notices, or clinic appointments.
- A short timeline with key dates, missed exchanges, filings, notices, or major contacts.
- Child-support orders or administrative notices if support is part of the issue.
- Housing paperwork or eviction notices when housing pressure overlaps with the family issue.

## Write down before the call or visit

- The two or three most important questions you need answered.
- What happened, in date order, without trying to explain everything at once.
- What the next practical step needs to be if the person cannot solve the full problem today.

## What helps most

- Keep papers together in one folder or phone note.
- Use dates, names, and notices instead of long argument when you can.
- Leave with the next step written down in plain language.