



Memorandum for Directions Conference

The purpose of this form

Use this form if the next event for your case is a Directions Conference and a date for this event has been scheduled (given) to you by the Court.

Who should fill in this form?

This memorandum should be completed jointly – that is, by you and the other person(s) involved in your case, or by your lawyers if you are represented.

If an agreement to file a joint memorandum cannot be reached, then each person in the case must fill in their own form. An exact copy must then be provided to the other person(s) involved.

Filling in the forms

When filling in your forms, they must be:

- Clearly written.
- Filled out in a **BLUE** or **BLACK** ballpoint pen.
- Written in printed letters only.

Put a line through mistakes like this ~~ABC~~. If you cross anything out, please write your initials in the right-hand margin to show it was done by you. **Do not** use correction fluid or tape.

Hearing time calculation table

In 'Part 7 – Scheduling' of this form you are required to provide an estimate for how long your hearing will take. Rule 416ZF of the Family Court Rules provides time allowances. Use the table below to calculate the estimated duration for your hearing:

1. Action	2. Time Limit	Number of each	Total in minutes
Examination of parties and witnesses	10 minutes per person examined		
Cross examination of witness by each party	40 minutes per person cross examined		
Cross examination of witness by Lawyer for Child	30 minutes per person cross examined		
Re-examination of parties and witnesses	5 minutes per person		
Submissions on the law by each party	10 minutes		
Submissions on the law by Lawyer for Child	10 minutes		
Total time in minutes			

How to file this memorandum

This form (either prepared by you or your lawyer) must be filed in the court **no later than five working days before** the date of your Directions Conference, unless the court has told you otherwise.

- Each page should be printed on one side of the paper only.
- The original (with the original signatures) must be filed with the Court.
- If you are filing a separate memorandum an exact photocopy must be given to each person.
- If a lawyer for the child(ren) has been appointed you must provide them a copy.
- You must keep a copy for yourself.
- File your documents at the Family Court where your case is being heard, by email, post or courier, or by taking them to the counter.

Fees

There is **no fee** to pay when filing this form.

More information

If a Judge has directed you are to attend a Directions Conference, you may contact a lawyer and have them represent you if you wish.

If you need any more information or help please visit the Family Justice website www.justice.govt.nz/family, visit your local Family Court or call 0800 2AGREE (0800 224 733).



Please note:

You must complete all parts of this form or it may not be accepted by the Court.

Memorandum for Directions Conference



The Family Court where your case is being heard

FAM

Date scheduled for Directions Conference event

D	D	M	M	Y	Y	Y	Y
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Who is filing this memorandum?

(Check only one that applies)

- Joint memorandum - filed with the other person(s)
- Applicant(s) only memorandum
- Respondent(s) only memorandum



Applicant full name(s)

Applicant's Lawyer(s) (if applicable) full name(s)



Respondent full name(s)

Respondent's Lawyer(s) (if applicable) full name(s)



The Child(ren) the application is about

Child 1

Full name of child Gender
 DOB Age Currently living with
 (party name)

Child 2

Full name of child Gender
 DOB Age Currently living with

Child 3

Full name of child Gender
 DOB Age Currently living with

Child 4

Full name of child Gender
 DOB Age Currently living with

If you have more than four children please use another piece of paper and include the same information for each child.

Document filed by

COURT USE ONLY:
 Date document is filed: (Court stamp)



Part 2b - Timeline of events

Provide the requested details below

A timeline of all court and factual events relevant to your case listed in date order.

[35]	
[36]	
[37]	
[38]	
[39]	
[40]	
[41]	
[42]	
[43]	
[44]	
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[46]	
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[66]	
[67]	
[68]	
[69]	
[70]	
[71]	
[72]	
[73]	
[74]	



Part 3a - What issues have been agreed

Check the boxes to show you have given these details below

The issues (if any) that have been agreed between the people involved your case.

[75]	
[76]	
[77]	
[78]	
[79]	
[80]	
[81]	
[82]	
[83]	
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[104]	
[105]	
[106]	
[107]	
[108]	
[109]	
[110]	
[111]	
[112]	
[113]	
[114]	



Part 3b - What issues remain in dispute

Check the boxes to show you have given these details below

- The issues that you cannot reach agreement on which will need to be decided on at the hearing.
- What attempts have been made by both parties to resolve these issues.
- What your proposed solutions are to resolve these issues.

[115]	
[116]	
[117]	
[118]	
[119]	
[120]	
[121]	
[122]	
[123]	
[124]	
[125]	
[126]	
[127]	
[128]	
[129]	
[130]	
[131]	
[132]	
[133]	
[134]	
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[144]	
[145]	
[146]	
[147]	
[148]	
[149]	
[150]	
[151]	
[152]	



Part 4 - Instructions from the Court

Check the boxes to show that you have given these details below

- A list of any directions or Order(s) made by the court that have not been completed or complied with. You must include the date the direction or Order was made and the details of the direction or Order.
- The reason(s) why the directions or Order have not been completed or complied with.

[153]	
[154]	
[155]	
[156]	
[157]	
[158]	
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[160]	
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[183]	
[184]	
[185]	
[186]	
[187]	
[188]	
[189]	
[190]	



Part 5 - Current evidence

Check the boxes to show that you have given these details below

- A list of all affidavits already filed in the Court. You must include details like whose affidavit it was (name of the person), who it was filed by (applicant or respondent) and the date of the affidavit.
- The name of each witness that is required for cross-examination at the hearing.

[191]	
[192]	
[193]	
[194]	
[195]	
[196]	
[197]	
[198]	
[199]	
[200]	
[201]	
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[220]	
[221]	
[222]	
[223]	
[224]	
[225]	
[226]	
[227]	
[228]	



Part 6a - Additional evidence & timetabling

Check the boxes to show that you have given these details below

Note: You must have permission from the court to file further evidence:

- List any further evidence and additional affidavits you wish to file in preparation for the hearing. You must state the proposed timeframes for when these are going to be filed, who the affidavit is going to be filed by (applicant or respondent) and whose affidavit it is.
- The reason(s) why the court should let you file the proposed additional evidence.

[229]	
[230]	
[231]	
[232]	
[233]	
[234]	
[235]	
[236]	
[237]	
[238]	
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[256]	
[257]	
[258]	
[259]	
[260]	
[261]	
[262]	
[263]	
[264]	
[265]	



Part 6b - Reports

Check the boxes to show that you have given these details below

Note: A report will not be directed solely for the purpose of attaining the child(ren)s view. Should your request for a report or second opinion be granted, you may have to contribute to the cost.

- Any specialist report or expert opinion (for example a cultural, medical, psychiatric or psychological report under s133 of the Care of Children Act 2004, you want to request.
- Any second opinions under s133(10) of the Care of Children Act 2004 you want to request.
- The reason(s) why the court should grant your request(s). You must state why the report(s) are the best source of information to help with the disposal of this case without unnecessary cost or delay that may have an unacceptable affect on the child(ren).

[266]	
[267]	
[268]	
[269]	
[270]	
[271]	
[272]	
[273]	
[274]	
[275]	
[276]	



Part 6c - Other directions

Check the boxes to show that you have given these details below

- Any other directions you need the Judge to make to progress your case to hearing and the reason for them.

[277]	
[278]	
[279]	
[280]	
[281]	
[282]	
[283]	
[284]	
[285]	
[286]	
[287]	
[288]	
[289]	
[290]	
[291]	
[292]	
[293]	



Part 7 - Scheduling

Check the boxes to show that you have given these details below

- Using the hearing time calculator on the front page of this form or under rule 416ZF of the Family Court Rules, what is the estimated time your hearing will require. If your estimate departs from the rule, you must provide the reason(s) why.

[294] _____

[295] _____

[296] _____

[297] _____

[298] _____

[299] _____

[300] _____

[301] _____

[302] _____

[303] _____

[304] _____

[305] _____

- Your case will be set down as a backup fixture (a scheduled date confirmed at one-two days' notice). If your matter is not suitable to be a backup fixture, you must provide the reason(s) why.
- Details of any additional requirements you want to request at the hearing (for example interpreters or security) and the reasons why.
- Details of any dates or times that the hearing cannot be held (including availability of each party, counsel or witnesses) and the reasons why.

[306] _____

[307] _____

[308] _____

[309] _____

[310] _____

[311] _____

[312] _____

[313] _____

[314] _____

[315] _____

[316] _____

[317] _____

[318] _____

[319] _____

[320] _____

[321] _____

[322] _____

[323] _____

[324] _____

Part 8 - Sign and date

Applicant(s) or Applicant's Lawyer(s)

Signed

Full name(s)

Date

D	D	M	M	Y	Y	Y	Y
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Signed

Full name(s)

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Signed

Full name(s)

Date

D	D	M	M	Y	Y	Y	Y
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Signed

Full name(s)

Date

D	D	M	M	Y	Y	Y	Y
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Part 8 - Sign and date (continued)

Respondent(s) or Respondent's Lawyer(s)

Signed

Full name(s)

Date

D	D	M	M	Y	Y	Y	Y
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Signed

Full name(s)

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Signed

Full name(s)

Date

D	D	M	M	Y	Y	Y	Y
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Signed

Full name(s)

Date

D	D	M	M	Y	Y	Y	Y
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Lawyer for child(ren) signature (if applicable)

Signed

Full name(s)

Date

D	D	M	M	Y	Y	Y	Y
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