**To Review with Client Prior to Initial Meeting**

- Review the Participation Agreement.
- Review Agenda.
- Discuss and review Process steps (flow chart).
- Make sure client understands his/her prominent role in all aspects of the process, that they will need to come into the room prepared and engaged in framing questions and making decisions.
- Discuss generating Goals and prepare client to bring list to meeting.
- Discuss Questions to be Answered and prepare client to bring list to meeting.
- Discuss meeting minutes and homework, importance of completing homework.
- Discuss what to expect in the room – including attorney's aligning with both parties.
- Discussed with client his/her thoughts with respect to the emotional component of being in a room in discussions with his/her spouse.
- What will be their respective hot button issues or triggers?
- Discuss how the law is handled in the process (as a reference point).
- Discuss the importance of listening and hearing the other side.
- Discuss the potential issue of pacing and the possibility of delays.
- Find out about any potentially pressing issues, and what the circumstances are "on the ground" between the parties.