

FAMILY COURT OF WA

PTW NO OF

.....(NAME)

Applicant

&

.....(NAME)

Respondent

.....'s INDEX TO COURT DOCUMENTS

Applications/Responses

Ref No	Document Description	Date

Orders

Ref No	Document Description	Date

Evidence (Affidavits and Reports)

Ref No	Document Description	Date

Financial (Financial Statements/Schedules of Assets)

Ref No	Document Description	Date

Other Documents (Miscellaneous)

Ref No	Document Description	Date

INSTRUCTIONS FOR USING THIS TEMPLATE

Using this Template:

This template is provided to assist those in family law proceedings by helping them to organise their court documents.

The information in these instructions is intended as information only. It is no substitute for legal advice.

Guide for Completing this Template and organising your court documents

1. Ideally you should start an Index and arrange for all court documents in your family law proceedings to be put in a separate lever arch folder as soon as there are any court documents.

Organising the documents will help you to organise your thoughts and help you to keep on track of where your proceedings are at and what you need to do to comply with court orders. It will also assist with you if you obtain legal advice in your matter whether you are assisted through Legal Aid WA, a community legal centre or a private lawyer.

2. The first step is to organise the court documents into bundles to reflect the different categories in the Template Index (i.e. Applications/Responses, Orders etc).
3. Once they are in bundles, organise the documents so they are chronological (i.e. put the older ones at the back and newer ones at the front). It is easier if you put file dividers (tabs) for each category with the name of that category written on the side so it is easy to locate.
4. Once they are in chronological order you can start to complete the Index.

It helps if every individual document is given a separate number and that that number appears on both the document itself and on a tab (so you can quickly and easily locate that document from a tab sticking out from the right hand side of the document).

The documents should be described by the name of the court form and which party the form was completed for (e.g. "Form 1 Initiating Application of Joe Bloggs"). If the proceedings involve multiple legal issues it can be useful to include in the description which legal issue it relates to (e.g. Orders made

(interim parenting orders) or Form 2 Application in a Case (re urgent spousal maintenance).

In some cases, the person completing the form will be different to the person on whose behalf the document was filed, e.g. affidavits from a witness. These might be described as "Affidavit of K Smith (on behalf of Joe Bloggs)" so it is easy for the reader to tell which party led evidence from that witness.

To assist, we have attached to these instructions an example of a completed Index of Court Documents so you can see how different documents can be described.

5. You should update this Index every time you receive new court documents.

The Index should include documents filed by anyone in your proceedings including any third parties, an Independent Children's Lawyer (ICL) or an expert witness. It should also include any letters you receive from the Family Court of WA as these can sometimes include procedural directions that parties are expected to comply with.

6. Once the Index is complete you should print it out and put it at the front of your level arch file containing your court documents.
7. You should bring your court document file (your court brief) with you to any legal advice appointments and to any court hearings.

EXAMPLE OF A COMPLETED INDEX OF COURT DOCUMENTS

**FAMILY COURT OF WA
PTW NO 123 OF 2019**

**Jane Bloggs
Applicant Wife
&
Joe Bloggs
Respondent Husband**

Applicant Wife's INDEX TO COURT DOCUMENTS

Applications/Responses

Ref No	Document Description	Date
1.	Form 1 Initiating Application (Wife) (property settlement orders) signed 1 Jan 2018 filed	1 Jan 2018
2.	Form 1A Response to Initiating Application (Husband) (property settlement and parenting orders)	28 Jan 2018
3.	Form 1B Reply to Response to Initiating Application (Wife) (parenting orders)	15 Feb 2018
4.	Form 2 Application in a Case (Wife) (recovery orders)	18 Nov 2018
5.	Form 2 Response to Application in a Case (Husband) (recovery orders)	14 Dec 2018

Orders

Ref No	Document Description	Date
1.	FCWA Orders made (procedural orders)	28 Jan 2018

2.	Conciliation Conference File-note	1 March 2018
3.	Orders made (re recover order application)	20 Dec 2018

Evidence (Affidavits and Reports)

Ref No	Document Description	Date
1.	Affidavit of Jane Bloggs (Wife) signed 17 Nov 2018 filed (re recovery order)	18 Nov 2018
2.	Affidavit of Oprah Winfrey (Wife) signed 17 Nov 2018 filed (re recovery order)	18 Nov 2018
3.	Affidavit of Joe Bloggs (Husband) signed 12 Dec 2018 filed (re recovery order)	14 Dec 2018
4.	Affidavit of Sgt Constable Dogood (police) (Wife) signed 23 Dec 2018 filed (re recovery order)	24 Dec 2018
5.	Affidavit (Trial), Wife (parenting only)	16 Feb 2019

Financial (Financial Statements/Schedules of Assets)

Ref No	Document Description	Date
1	Financial Statement (Wife) signed 1 Jan 2018 filed	1 Jan 2018
2	Financial Statement (Husband) signed 21 Jan 2018 filed	28 Jan 2018

Other Documents (Miscellaneous)

Ref No	Document Description	Date
1.	Conciliation Conference Particulars (Wife) dated	25 Feb 2018
2.	Conciliation Conference Particulars (Husband) dated	26 Feb 2018