

10 Steps to Start your Post Separation Journey

CHECKLIST

Tick YES or NO to see what you need to do

YES NO

Important Documents, Passwords and Location settings

- Copy or locate important documents eg. Birth certificate, bank statements ☐ YES ☐ NO
- Update or change passwords and/or account information including: logins for your bank account/s, Paypal etc; your email password, your phone PIN, your tablet PIN or password, your laptop PIN or password. Ensure your email and calendar/s are no longer accessible by your former spouse or partner. ☐ YES ☐ NO
- Decide who is going to pay for bills, notify service providers of change in payment details, address, etc. ☐ YES ☐ NO
- Review all electronic devices and apps for interconnectivity such as WhatsApp, Facebook, Dropbox, Google Drive, Find my iPhone etc, and remove yourself from all shared accounts or products. ☐ YES ☐ NO
- Review all of your devices and online shopping accounts or location service settings eg, Netflix, Uber/Uber Eats, Ebay, Spotify, Smartwatches, smartphone. Many of these services can have location services enabled. Check your devices for spyware such as tracking or recording capabilities. ☐ YES ☐ NO

Bank Accounts

- Whose name are they in? Do you need your own account eg, mobile phone, private health? ☐ YES ☐ NO
- Who is the credit card holder? Does the credit card need to be cancelled? Discuss with the other party? ☐ YES ☐ NO
- Check if joint bank account/s require two signatures to access or protect funds. ☐ YES ☐ NO
- You may need to create a new budget after separation – Moneysmart.gov.au ☐ YES ☐ NO

Communication and Social media

- Carefully consider how any communication, both private and public, could be viewed by a Court before sending it or posting to social media. If unsure, send it to your family lawyer to review first. ☐ YES ☐ NO

Notifying the children's day care/preschool/school

- Discuss this with the other party and consider informing the school and guidance officer of the separation and any parenting orders or court orders. You may want to check with the school what their policy is around implementation of court orders. ☐ YES ☐ NO

Child support

- Consider the kind of agreement you are going to have: ☐ YES ☐ NO
 - formal administrative assessment by the Child Support Agency;
 - a [limited child support agreement](#); or
 - a [binding child support agreement](#) (requires each party to have a lawyer)
- Use this [Child support estimator](#) to help work out the amount of child support you might pay or receive or visit the Australian Department of Human Services website. ☐ YES ☐ NO

Motor vehicles

- Do vehicle registrations need to change as part of your overall property settlement? Are there any fines or unpaid registrations in respect of the vehicles? ☐ YES ☐ NO

Family Pet

- Discuss and agree arrangements for care of the pet, including any issues such as vaccinations. ☐ YES ☐ NO

Will and Enduring Power of Attorney

- Do you have a Will and is it up to date or do you need to change it? Even if you think you don't have any money, it is usually still important to have a Will. ☐ YES ☐ NO
- Do you have a Power of Attorney and is it up to date? ☐ YES ☐ NO
- Have you appointed a guardian for your child/children? ☐ YES ☐ NO

Superannuation

- Review your policies and note who the beneficiaries are - do you need to change the beneficiaries? ☐ YES ☐ NO
- Do you need to consider a binding death benefit nomination? ☐ YES ☐ NO

Divorce

- 1 year after separation you can make an [Application for Divorce](#). It can be a sole or joint application. ☐ YES ☐ NO