

Agenda for First 4-Way Meeting

1. Review agenda
2. Review of process
3. Review and sign collaborative paperwork
4. Review The Help List and agree upon it
5. Review logistics:
 - Meeting places
 - Minutes (taking and distribution method)
 - Communications between attorneys (and when communicated/not communicated to clients)
 - Communications between client and other attorney (ethical issues)
6. Each party to describe what they hope to accomplish through process, future plans and goals
7. Any urgent items
8. Review assets and debts and determine information to gather
9. Review other issues (support, custody) and information to gather
10. Set next meeting dates, places and agenda for next two to three meetings
11. Closure:
 - Review agreements if appropriate or needed
 - Any agreements regarding interactions or behavior to consider prior to or at the next meeting
 - Final questions or concerns

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