

Collaborative Attorney Debriefing Checklist

1. Communication

What did and did not work well?
Did anyone have challenges in communications? Were they appropriately addressed?
Did anyone's body language raise an issue?
Are there problems that still need to be addressed?
Did anything come up with either spouse after the meeting re: communications?

2. Interpersonal dynamics

What did and did not work well?
Was there anything going on that wasn't addressed? Does it need to be addressed?
What did we learn about the couple's dynamics that will be important in future meetings?
What are the dynamics between each spouse and the other spouse's attorney?
Is there anything that needs to be cleared up between us?
Is there tension between any combination of people that needs to be addressed?

3. Agenda

Did we make it through the agenda? If not, why not?
What should we change for the next meeting?

4. Substantive

Did we forget anything that needs to be addressed before the next meeting?

5. Process

What stage in the process are we? Did we stick to that?
Did anyone try to negotiate before the appropriate time? Did we or do we need to address?
Did we miss any steps that we need to go back to?
Are the spouses at different stages in their individual processing (emotional, substantive)?
Was either spouse taking a "position"?
Did we find out the spouse's respective needs, interests, perspectives?

6. Client communication regarding debriefing

Anything we agree we should not discuss or disclose to clients from our debriefing?