

## **MUSLIM WOMEN'S ADVISORY COUNCIL**

### **STEP BY STEP PROCEDURES FOR ISLAMIC DIVORCE**

1. Minimum two case workers to be present at the interview
2. Inform the client of confidentiality and data protection
3. The client should be explained the procedure of Islamic divorce and the duration it would take and that by Law the spouse has to be informed of her request for an Islamic divorce.
4. Client should be informed that Mwach do not deal with any financial matter or any matter relating to children. We let the client decide after the information she has received if she wants to go ahead with the Islamic divorce.
5. The client should also be informed about the situation, in case there has been a civil marriage as well as the Islamic marriage, a Decree Absolute must be obtained prior to Mwach granting Islamic divorce.
6. Depending on the financial situation sign post the client to family law solicitors who would deal with English divorce and legal aid. If possible make an appointment for the client
7. Two types of identification required at the initial interview – One photo id, e.g. passport or driving license and one proof of address such as bank statement or benefit form.
8. All the documents to be photocopied for the file and original handed back to client
9. Copy of the confidentiality statement to be given to the client to read carefully all the points and signed and date it
10. Case work to counter-sign and date the confidentiality document
11. Case worker to open the file and a case reference number given
12. Task sheet to be completed with detail of advice given and action taken with date and time
13. Each application should be checked on completion for any discrepancies or queries by second case worker present and signed and dated
14. Inform the client about Mwach policy on the fee for the service
15. The fee may be deferred depending on the client's financial circumstances

16. Copy of the receipt for fees paid or deferred to be handed to the client, signed and dated by the case worker
17. Depending on the case a further appointment to be offered if required and recorded on the front task sheet
18. Signpost client to further organisation where necessary
19. Offer client a list of helpful telephone numbers
20. These procedures to be reviewed annually