

THE THIRTEENTH JUDICIAL CIRCUIT COURT FOR HILLSBOROUGH COUNTY, FLORIDA
COUNTY CIVIL DIVISION

Plaintiff(s),
vs.

CASE NO.:
DIVISION

Defendant(s),

**ORDER REFERRING PARTIES TO COUNTY MEDIATION OF CIVIL ACTION
EXCLUDING SMALL CLAIMS JURISDICTION**
SI INTERPRETE ES NECESSARIO USTED LO TIENE QUE PROVEER

It appearing on the pleadings that the above-captioned case is a contested civil action within the County Court Jurisdiction excluding Small Claims Jurisdiction; It is hereby,

ORDERED that the parties are referred to mandatory mediation for resolution of this case, pursuant to Chapter 44.102, Florida Statutes, and Rule 1.700, Florida Rules of Civil Procedure.

The parties are referred to the County Civil Diversion Program

PURSUANT TO MEDIATION AND DIVERSION SERVICES PROCEDURES, THE MEDIATION CONFERENCE WILL BE CONDUCTED VIA ZOOM PLATFORM. PRIOR TO THE SCHEDULED DATE OF THE MEDIATION, THE NOTICE SCHEDULING MEDIATION WHICH ALSO CONTAINS THE ZOOM LINK WILL BE MAILED TO THE ADDRESS OF RECORD IN THE COURT FILE. YOU ARE RESPONSIBLE FOR PROVIDING THE MEDIATION DEPARTMENT WITH ANY CHANGES OR UPDATES OF YOUR CONTACT INFORMATION TO: mediation@fljud13.org. FAILURE OF ANY PARTY TO COMPLY WITH **PROVISIONS SET FORTH ON THE REVERSE SIDE HERETO** MAY RESULT IN APPROPRIATE SANCTIONS AS PROVIDED IN THE FLORIDA RULES OF CIVIL PROCEDURE. COUNSEL, IF ANY, IS RESPONSIBLE FOR NOTIFICATION/APPEARANCE OF THEIR CLIENT REGARDING THE MEDIATION CONFERENCE.

PARTIES MUST LOG IN TO THE ZOOM CONFERENCE 15 MINUTES PRIOR TO THE SCHEDULED CONFERENCE.

The parties shall pay a set fee for the mediation unless otherwise ordered.

___ Plaintiff/Defendant is/are unable to pay any portion of the mediation fee.

Moreover, the procedures set forth on the **reverse side** of this order are made in part of and incorporated into this order in reference, and all parties shall be bound by them as if fully set forth herein.

It is further **ORDERED AND ADJUDGED**:

That any orders in conflict herewith pertaining to County Mediation are hereby superseded by this order.

DONE AND ORDERED in Chambers in Tampa, Florida this _____ day of _____.

COUNTY JUDGE

MOREOVER,

1. The parties are referred to the County Civil Diversion Program; however, if the parties wish to select a private mediator to handle their case, then they shall contact the program within ten (10) days from the date of this order to provide the program with written notification of private mediation conference. A list of mediators certified for county mediation may be obtained at www.flcourts.org (search for mediator).

2. If it becomes necessary to reschedule a mediation conference, such rescheduling shall be initiated by the requesting party or his counsel contacting the opposing counsel or Pro-Se party and the Program (or mediator if Private mediation). The Program must be notified in writing of request to reschedule. Written request must include a statement of why the party is requesting to reschedule and also state whether or not the opposing side agrees to reschedule. If opposing party does not agree to reschedule, then an approved Order of the Court must be obtained in order to reschedule.

3. Plaintiff(s), or counsel of record, must notify Mediation & Diversion Services, in writing of any settlement or dismissal of this action, occurring before the mediation proceedings. **Filing with the Clerk of the Court does not constitute notification to Mediation and Diversion Services. Absent proper notification to the Mediation and Diversion Services Department and non-appearance at mediation will result in an Outcome Report of "Failure to Appear".**

4. The fee for a County Civil Mediation through the program is **\$60.00** per party per session. The fee shall be collected prior to the mediation. **Checks should be made payable to the Clerk of the Circuit Court and sent to: Mediation & Diversion Services, George Edgecomb Courthouse, 800 East Twiggs Street-Suite 208, Tampa, FL 33602.** If payment is not paid prior to or at the time of the mediation the mediation will **NOT** take place.

The \$60.00 mediation fee must be paid prior to the mediation.

5. If a party fails to appear at a scheduled mediation, or fails to make payment by the time of mediation, or fails to provide at least **forty-eight (48) business hours** prior written notice (**not counting weekends or court holidays**) of cancellation, the parties will be billed a cancellation fee equal to the mediation fee.

6. When a private mediator is selected, each party shall pay an equal share of the mediation fee, unless otherwise mutually agreed upon by the parties or by court order. Pursuant to this order, each party shall remit payment in full to the mediator.

7. **All parties and attorneys are required to appear at the mediation conference**, unless waiving of clients' appearance is mutually agreed upon by the parties or by court ordered pursuant to Rule 1.720 (b).

All correspondence related to mediation of this case with the exception of motions to the court, shall be submitted to:

**Mediation & Diversion Services
George Edgecomb Courthouse
800 E. Twiggs Street Room 208 Tampa,
Florida 33602
Phone: (813) 272-5642 Fax: (813) 301-3706**