

IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT,
IN AND FOR PALM BEACH COUNTY, FLORIDA

CASE
NO. _____

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the ADA Co-ordinator Nicole Saunders in the Administrative Office of the Court, 205 North Dixie Highway, Room # 5.2500, West Palm Beach, Florida 33401, Telephone (407) 355-2431 within two (2) working days of your receipt of this notice of hearing; if you are hearing or voice impaired, call 1-800-955-8771.

Petitioner

and

Respondent

_____ /

ORDER OF REFERRAL TO FAMILY MEDIATION (ADR OFFICE)

The Court has determined that mediation may be helpful to resolve the pending issues and hereby directs the parties as follows:

1. The court appoints, and the parties shall meet with, _____, a Family Mediator in the Alternative Dispute Resolution (ADR) Office, Room 6.2100, Palm Beach County Courthouse, 205 North Dixie Highway, W.P.B., FL 33401 (561-355-2739), on **[date of mediation]**, at **[time of mediation]AM/PM**. **Attendance by both parties (and counsel if any) is mandatory. This court shall have the power to and may impose sanctions on parties who fail to attend the session. The parties are directed to mediate in good faith.**
2. Each party must bring to mediation a **full financial affidavit AND proof of all income, along with paycheck stubs, income tax return for the most recent year, W-2 forms or 1099 forms.**
3. All discussions, representations and statements made during mediation shall be off the record and privileged. Nothing relating to mediation shall be admitted at trial. However, the mediator shall file a report with the court advising whether the parties attended mediation, and whether an agreement was reached.
4. If a party needs an interpreter in order to participate in mediation, it is the responsibility of that party to bring to the mediation session a neutral adult who can act as an interpreter.
5. If a Final Judgment of Injunction for Protection Against Domestic or Repeat Violence has been entered or a Domestic Violence or Repeat Violence case is pending, the parties shall notify the mediator.
6. Where the parties have a combined annual income of less than \$50,000, each of the parties shall pay the sum of \$40.00. Where the parties have a combined annual income greater than \$50,000 but less than \$100,000.00, each of the parties shall pay the sum of \$80.00. Payment must be made by cash, money order, check or Master Card/Visa credit card to the Clerk of the Court, 205 N. Dixie Highway, Room 3.2200, West Palm Beach, FL 33401, payment shall be paid **no later than ten (10) days prior to the date of mediation**, and the receipt shall be presented to the ADR office at the mediation session. No family mediation session will be held for any party who fails to make the required payment unless the party has been found indigent or excused from payment. If a party has been found to be indigent, that party shall bring a copy of the Determination of Indigence Status or appropriate court order to the ADR office, in which case the fee will be waived for that party.
7. In the event the parties have a combined annual income over \$100,000, the parties must utilize private mediation. When utilizing a private mediator, payment shall be shared equally by the parties, unless otherwise ordered by the Court.

8. If the case is settled prior to mediation, Petitioner shall be responsible for canceling the appointment as soon as possible. Notice of cancellation must be given to ADR at least seven (7) full business days in advance. Failure to do so will result in imposition of fees against one or both of the parties. The party who failed to appear shall pay the required fee of \$40.00 or \$80.00 to the Clerk of the Court within 15 days of the filing of the mediator's report. If both parties fail to appear, each shall pay the \$40.00 or \$80.00 to the Clerk of the Court within 15 days of the filing of the mediator's report.

9. If a settlement is reached, it shall be reduced to writing. It is the responsibility of the parties to ensure that a court order is entered ratifying the agreement.

DONE AND ORDERED this _____ day of _____, 200____, in Palm Beach County, Florida.

_____, Circuit Judge

Copies furnished to:
Alternative Dispute Resolution Office, 205 N. Dixie Hwy., Rm. 6.2100, W.P.B., FL **(via interoffice mail)**
[petitioner's address]
[respondent's address]