



# PALM BEACH COUNTY BAR ASSOCIATION

## RESIDENTIAL MORTGAGE FORECLOSURE MEDIATION PROGRAM

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### **RESIDENTIAL MORTGAGE FORECLOSURE PROGRAM – 15<sup>TH</sup> CIRCUIT**

The Palm Beach County Bar Association has been appointed Program Manager to administer the Residential Mortgage Foreclosure Mediation Program. The RMFM office is located at 1601 Belvedere Road, Suite 304 (on the same floor but a different office from the Bar office), West Palm Beach, FL 33406. Mediations will be held at this location.

**CONTACT INFORMATION:** *Please do not call the Palm Beach County Bar Association.*

*Operational now:* email to the Director of Managed Mediation, Meredith Trim, at [mtrim@palmbeachbar.org](mailto:mtrim@palmbeachbar.org).

*Operational on July 8, 2010:* (561) 598-6259 - Attorneys and Mediators

Web-enabled IT platform that will be used to manage this program (see below)

*Operational on July 12, 2010:*

RMFM website – accessible through a link on the Palm Beach County Bar Association’s website, [www.palmbeachbar.org](http://www.palmbeachbar.org)

### **Instructions for logging on the web-enabled IT Platform:**

*Authorization:* Each user of this system will need to be authorized before being given access to the system. Go to [www.rmfm.com](http://www.rmfm.com) or [www.palmbeachbar.org](http://www.palmbeachbar.org) (and follow the links). There will be a Main Menu to the left hand side, with a pulldown bar that lists Palm Beach County. Click on the login in the upper right corner of the site. When the login screen comes up, click on “register” and complete the information. (Note: your user name must be alphanumeric characters, with no spaces. Your password must be at least 7 characters long with at least one non-alphanumeric character.) The completed registration information will start the authorization process. Once authorized (which may take up to 24 hours), cases can be entered into the system and managed.

### **DEFENSE ATTORNEYS**

As part of the authorization process, you need to send a pdf of your Notice of Appearance in each case, by email, to [mtrim@palmbeachbar.org](mailto:mtrim@palmbeachbar.org), so that you can be authorized.

## **MEDIATORS**

Mediators cannot access the web-enabled IT platform at this time.

The requirements to serve as a mediator in the Fifteenth Circuit are as follows:

1. Mediators must be trained in RMFM in a training program meeting the requirements of the Administrative Order and approved by the Chief Judge.
2. Mediators must be certified by the Florida Supreme Court as Civil Circuit Mediators;
3. Mediators must reside in Palm Beach County or have their principal place of business in Palm Beach County.

Training Programs approved by the Chief Judge for the Fifteenth Circuit (as of June 29, 2010): Christopher M. Shulman, P.A. Alternative Dispute Resolution Services and University of South Florida's Conflict Resolution Collaborative

If you are interested in serving as a mediator, please send an email to [mtrim@palmbeachbar.org](mailto:mtrim@palmbeachbar.org), with a pdf of your certificates for the RMFM training and Florida Supreme Court certification as a mediator (or your Florida Supreme Court mediator number) and your contact information. We will be assembling a list of approved mediators shortly.

## **PLAINTIFF'S ATTORNEYS**

We appreciate your cooperation in this Program by working with the IT Platform and providing us with as much contact information for the borrowers as you can provide.

If you plan to file 5 or more cases, please send the names and contact information of your liaisons to us, so that we can work with you to make this transition a smooth one.

Form A and the borrower's contact information should be entered electronically through this platform. Fee payment should be made through ACH electronic check on the website (may not be operational on July 12, but will be shortly thereafter).

Our system will accommodate bulk-uploading of cases (5 or more cases at a time). The cases will need to be entered into an Excel spreadsheet in a specified format and the initial upload will be screened by our software provider. For more information, please email [support@rmfmp.com](mailto:support@rmfmp.com) or contact Rick Whitcher directly at 904-378-4449.

## **How to file Form A and input borrower's contact information onto the IT Platform for a new case**

After logging on, the second box on the top left-hand corner is "Forms". Click on "Forms" and go to "New Case Wizard." Input information; if there is an "OK" button at the bottom of the screen then click it, press the floppy disc icon to save, and the green arrow to go to the next screen. Continue adding information, saving, and going forward.

After inputting the Plaintiff and the law firm information one time, you can search for that information again and the software will input it automatically for the new case.

If there are multiple Plaintiffs, Plaintiff lawyers, or Defendants, each one should be added using the "+" sign.

At the end of inputting new case information, the software will generate a Form A for this case that can be filed with the Court.