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DAVE LANG
CLERK CIRCUIT COURT
LEON COUNTY, FLORIDA

IN THE SECOND JUDICIAL CIRCUIT OF FLORIDA

OFFICE OF THE CHIEF JUDGE

ADMINISTRATIVE ORDER NO 93-03

IN RE LEON COUNTY COURT MEDIATION PROCEDURES

WHEREAS, the number of cases that are being referred to mediation in non-small claims county civil cases is increasing, and

WHEREAS, the process for referring county civil cases to mediation is currently not well defined; and

WHEREAS, there is a desire to structure a county civil mediation process that is efficient and that conforms with the Supreme Court Rules of Civil Procedure as they relate to mediation; It is therefore

ORDERED THAT.

1) In all cases in which a Leon County Judge deems county civil mediation appropriate, a standardized order shall be used to notify the parties that mediation is required. This order shall specify a time frame in which mediation must be completed. This order shall also permit parties to choose a mediator of their choice from a list of certified county civil mediators wishing to serve in the Second Judicial Circuit. This order must also set a deadline in which mediation must be completed or an impass reached

2) Parties shall be informed that certified mediators will be available at certain times in the Leon County Courthouse if they aren't able to agree on a mediator or if they prefer to make use of the court coordinated mediation service.

3) All certified county mediators shall be notified that certain cases shall be specified in which mediation services will be held in the Leon County Courthouse They shall further be informed that they are eligible to report on days in which mediation is scheduled and be available to provide mediation services to those parties that report on such dates

4) The county court mediation coordinator shall be responsible for assigning cases to available mediators on the dates and times for which the mediation is scheduled The Court Administrator shall be responsible for developing a sliding fee scale which is based on the level of income of the parties A minimum charge of $5 per person per session shall be assessed and the scale shall arise to a level of no higher than $50 per person per session

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5) The county court mediation coordinator shall be responsible for collecting statistical information on the number of cases in which mediation is rendered, the outcome of the mediation and the level of fees paid to the mediator. The fees assessed for mediation services shall be paid directly to the certified mediator that renders the service.

DONE AND ORDERED in Chambers, at Tallahassee, Leon County, Florida, this 4th day of March, 1993

WILLIAM L GARY
CHIEF JUDGE

cc All Leon County Judges
Judy Dillard, Mediation Coordinator
Jack Blanton, County Court Mediation
Naomi Heisinger, Supervisor, County Civil

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