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IN THE SECOND JUDICIAL CIRCUIT OF FLORIDA

OFFICE OF THE CHIEF JUDGE

ADMINISTRATIVE ORDER #01-06

IN RE: ADMINISTRATIVE PROCEDURES FOR FAMILY MEDIATION SERVICES

WHEREAS, Administrative Order #92-01, as amended on June 27, 1997, has a mandatory mediation provision for all contested family division modifications and original actions; and

WHEREAS, Section 3, Paragraph (8), of Administrative Order #92-01, requires the Court Administrator to prepare a fee schedule to be charged by the family mediation program of the court, based on the income of the parties, with provisions made for indigent parties. which shall be approved by the judges of the Family Law Division.

IT IS THEREFORE ORDERED AND ADJUDGED AS FOLLOWS:

SECTION 1: FEE SCHEDULE

A family law mediation program has been established by the court to provide mediation services to parties with a combined gross annual income of $50,000 or less.

Parties who have not received certificates of indigency pursuant to Chapter 57.081, Florida Statutes (2001) shall pay for the court mediation services according to the following fee schedule:

A. Combined gross annual income of up to $35,000 - Each party, or their attorney, if represented by counsel, shall pay $25.00 for the mediation services directly to the family court mediation program.

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B. Combined gross annual income of $35,001 to $50,000 - Each party, or their attorney, if represented by counsel, shall pay $37.50 for the mediation services directly to the family court mediation program.

C. Determination of the appropriate fee to be charged shall be made by the family mediation program through review of the financial affidavits filed by the parties as required by Rule 1.285, Family Law Rules of Procedure.

D. Any party who has not received a certificate of indigency may, prior to scheduling a mediation, file a motion requesting the court waive the mediation fees required based upon a review of the party's financial affidavit.

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SECTION 2. PROCEDURES

A. Fees for mediation conducted through the family law mediation program shall be paid forty-eight (48) hours prior to the scheduled mediation. If payment is not received by the family mediation program office forty-eight (48) hours prior to the scheduled mediation, the mediation shall be canceled.

B. Payment shall be made to Family Mediation Services, Leon County Courthouse, 315 South Monroe Street, Room 358, Tallahassee, Florida 32301.

C. The parties are required to exchange the following documents prior to the mediation conference and bring copies with them to the mediation:

1. A pay stub and a sworn financial affidavit including income, assets and liabilities in accordance with the form approved by the Court;

2. Federal income tax returns for the last three years;

3. In cases where there are child(ren), a child support guidelines worksheet completed in accordance with the form approved by the Court, as amended.

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All other provisions of Administrative Order #92-01 and its Amendment dated June 27, 1997, remain in full force and effect.

DONE AND ORDERED in Chambers, Leon County Courthouse, Tallahassee, Florida, this 26 day of June, 2001.

GEORGE S. REYNOLDS, III
CHIEF JUDGE

cc: The Honorable William L. Gary, Chief Judge Elect
All Judges, Second Judicial Circuit
Bob Inzer, Clerk of the Court
Terre Cass, Court Administrator

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