

IN THE CIRCUIT COURT OF THE SEVENTEENTH  
JUDICIAL CIRCUIT IN AND FOR BROWARD COUNTY, FLORIDA

*Administrative Order No. 2017-65-CO*

**AMENDED ADMINISTRATIVE ORDER ESTABLISHING PROCEDURES  
FOR APPOINTMENT OF MEDIATORS IN COUNTY COURT CASES  
AND UNIFORM ORDERS OF REFERRAL**

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(a) Florida Rule of Judicial Administration 2.215 (b) (3) states the Chief Judge shall “develop an administrative plan” and “shall, considering available resources, ensure the efficient and proper administration of all courts within [this] circuit.”

(b) A uniform procedure for the appointment of mediators in County Court cases will assist with the resolution of cases.

(c) In accordance with the authority vested in the Chief Judge by Florida Rule of Judicial Administration 2.215, it is hereby **ORDERED**:

(1) **Small Claims Cases.** The Trial Court Administrator’s Office of Court Mediation and Arbitration, in accordance with Florida Rule of Civil Procedure 1.750(c) and Florida Small Claims Rule of Procedure 7.090(f), shall schedule mediators for mediation conferences to be held at or immediately after the pretrial conferences. If the parties invoke the Florida Rules of Civil Procedure for a small claims case then mediation shall occur as set forth herein for County Court cases.

(2) **Residential Eviction Cases.** The parties shall within five (5) days of entry of the Order of Referral to Mediation in a residential eviction case submit a stipulation as to the designation of the mediator to the division judge. The parties shall provide a copy of the stipulation to the Court Mediation and Arbitration Program in Room 19150, Broward County Courthouse, 201 S.E. Sixth Street, Fort Lauderdale, Florida 33301. If the parties fail to submit a stipulation as to the designation of the mediator, the Court shall refer the case to the Court Mediation and Arbitration Program to select a mediator by rotation and provide the date and time of the mediation to the parties. The parties shall pay the costs of mediation as set forth in the Order of Referral.

(3) **County Court Cases (including Non-Residential Evictions).** The parties shall within fifteen (15) days of entry of the Order of Referral to Mediation submit a stipulation as to the designation of the mediator to the division judge. The parties shall provide a copy of the stipulation to the Court Mediation and Arbitration Program in Room 19150, Broward County Courthouse, 201 S.E. Sixth Street, Fort Lauderdale, Florida 33301. If the parties fail to submit a stipulation as to the designation of the mediator, then the Court may appoint a private mediator or the Court Mediation and Arbitration Program.

(4) **Orders of Referral.** The attached orders of referral shall be used by the Judges and parties.

(5) This Administrative Order vacates and supersedes Administrative Order 2012-1-CO.

**DONE AND ORDERED** in Chambers, Fort Lauderdale, Broward County, Florida, this 10th day of October, 2017 *nunc pro tunc* to October 6, 2017.

/s/ Jack Tuter  
Jack Tuter, Chief Judge

IN THE COUNTY COURT IN AND FOR BROWARD COUNTY, FLORIDA

\_\_\_\_\_  
Plaintiff,  
v.  
\_\_\_\_\_  
Defendant.  
\_\_\_\_\_

CASE NO.: \_\_\_\_\_ COCE \_\_\_\_  
JUDGE: \_\_\_\_\_

**ORDER REFERRING CASE TO MEDIATION  
(COUNTY COURT)**

THE COURT ☐ sua sponte/☐ upon the motion of a party, hereby refers the above captioned matter to mediation as authorized by statute and rules of procedure. It is ORDERED as follows:

**1. Appointment of Mediator**

The parties shall within fifteen (15) days of the date of this Order submit to the undersigned Judge and file with the Clerk of the Courts a stipulation as to the designation of a mediator. The parties shall within the same time period provide a copy of the stipulation to the Court Administration Court Mediation and Arbitration Program (CMAP) in Room 19150, Broward County Courthouse, 201 S.E. Sixth Street, Fort Lauderdale, Florida 33301.

If the parties fail to timely submit and file a stipulation as to the designation of a mediator, the Court orders the following:

☐ The Court appoints as mediator:

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

☐ Court Mediation and Arbitration Program shall coordinate the date, time, and location for the mediation.

2. If the mediator stipulated to by the parties or appointed by the Court cannot serve, the parties shall either submit a stipulation with order thereon designating a substitute mediator or advise the court so that a substitute mediator can be appointed by the Court.
3. The mediation shall be held within sixty (60) days from the date of this Order in Broward County, Florida unless both parties and the mediator agree to another location. If the

parties cannot agree on a mediation date falling within this deadline, the mediator shall unilaterally set the mediation conference. Any party having a conflict with the date chosen by the mediator must file a motion for continuance with the Court explaining what specific efforts were made by the parties to agree on a date and why no agreement could be reached.

4. The appearance of all parties, and their counsel, in person is **MANDATORY**. If a business entity (i.e. an insurance company, corporation, association, partnership) is a party, a bona fide representative employed by that company shall also appear having full authority to settle. If the Court has approved the absence of a party, the attorney must have full and complete authority to settle from the client and authority to execute any mediation agreement on behalf of the client, without further consultation. **Full authority means the individual representing the plaintiff has the authority to dismiss the claim and to pay up to the full amount of the counterclaim and the individual representing the defendant has the authority to pay up to the full amount of the claim.**
5. CONTINUANCES MAY BE GRANTED ONLY BY THE COURT UPON TIMELY WRITTEN MOTION FOR GOOD CAUSE SHOWN. Even if the parties mutually agree to continue mediation, they must receive the permission of the Court and file the appropriate motions in a timely manner. PARTIES SHALL NOT UNILATERALLY CANCEL MEDIATION FOR ANY REASON EXCEPT SETTLEMENT OF THE CASE AND NOTIFICATION OF SUCH SETTLEMENT IS PROVIDED IN WRITING TO THE COURT.
6. Parties utilizing the CMAP shall pay the Clerk of the Courts for mediation in advance of the mediation session being scheduled. Parties using the designated mediator shall pay the mediator directly in advance of the mediation session being scheduled. For those parties using the designated mediator, payment shall be made within fifteen (15) days of the date of this Order and not less than five (5) days prior to the scheduled mediation date. A session shall not exceed one and one-half hours (1.5 hours), unless both parties agree. For those cases using the CMAP, each party in the case, including cases with multiple parties, shall pay the Clerk of the Courts sixty dollars (\$60.00) per session prior to the commencement of the mediation. If a party was declared indigent the fee is not required from that party. If additional sessions are needed, the parties must pay the Clerk of the Courts in advance and a follow-up mediation appointment will be scheduled.

FAILURE TO PAY BY ANY PARTY WILL PREVENT THE SCHEDULING OF A MEDIATION SESSION. THE JUDGE WILL BE NOTIFIED THAT THE PARTY OR PARTIES FAILED TO PAY. THE CASE WILL BE REFERRED BACK TO THE JUDGE FOR SANCTIONS WHICH MAY INCLUDE AN AWARD OF MEDIATOR FEES, ATTORNEY'S FEES, OTHER COSTS, OR OTHER APPROPRIATE REMEDIES.

7. Regarding this Order of referral to mediation, the Court determines that:

- ☐ The Plaintiff(s) and the Defendant(s) shall share equally in the cost of mediation
- ☐ The Plaintiff(s) shall pay the full amount for all parties in the mediation

- ☐ The Defendant(s) shall pay the full amount for all parties in the mediation
- ☐ The Clerk of the Courts has certified that the ☐ Plaintiff and/or ☐ the Defendant is/are indigent
- ☐ Other (Please Specify) \_\_\_\_\_.

If a cost for mediation is imposed above, you may object to mediation on grounds of financial hardship or on any ground set forth in Fla. R. Civ. P. 1.700 within fifteen (15) days of the date of this Order.

8. **All parties are responsible for full compliance with each provision of this Order.** The Court shall have the power to impose sanctions as authorized by the Florida Rules of Civil Procedure, for the following:
- a. Failure to attend and/or participate in good faith at the mediation conference without good cause;
  - b. Failure to pay the mediation fee within the time period set forth in this Order;
  - c. Failure to obey this Order;
  - d. Failure of the parties to appear;
  - e. Failure of a representative to appear with full authority to settle, without further consultation;
  - f. Failure of an attorney to appear with full authority to act on behalf of the client, if the Court has granted the absence of a party;
  - g. Failure to obtain permission of the Court for a continuance.
9. Plaintiffs and Defendants shall present a brief written summary of the case to the mediator, at least one week before the mediation conference. This summary shall include a list of outstanding issues in the case.
10. The conferences are governed by the Mediation Confidentiality and Privilege Act as well as applicable rules of procedure.
11. Parties utilizing their own private mediators shall pay the mediator directly based upon arrangements the parties make with the mediator. In addition, the private mediator is responsible for all administrative functions pertaining to the mediation including securing a space outside courthouse locations. Any private mediator chosen is subject to all relevant provisions of this Order, including deadlines.
12. Parties shall notify the CMAP if settlement is reached prior to a scheduled mediation date. Mediation shall not be canceled until a copy of the settlement is provided to CMAP and the Court. There shall be no refunds for payments made to CMAP. Because of related work done upon referral of a case to mediation to a designated mediator, a minimum of one hour of designated mediator time is deemed earned as of the fifteen (15) day payment deadline specified in paragraph 6 above, even if the parties settle prior to the mediation date.

13. If a settlement or partial settlement is reached, it shall be reduced to writing in the presence of the mediator, signed by all parties or their counsel, and promptly submitted to the Court.
14. Within ten (10) days following the completion of mediation, the designated mediator or the private mediator shall complete and file the mediation report via the eportal. For cases using the CMAP, within thirty (30) days following completion of mediation, the mediator shall complete and return the Statistical Information Sheet, Mediator Timesheets, and State Invoice to the CMAP, Director, Broward County Courthouse, Room 19150, 201 SE 6th St., Fort Lauderdale, FL 33301.
15. The parties are responsible for providing their own interpreter, if one is needed. Neither the Court nor the CMAP Office provides interpreters for County Court Civil cases.

**DONE AND ORDERED** in Chambers, Broward County, Florida, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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**COUNTY JUDGE**

Copies furnished:

Plaintiff

Defendant

Mediator

**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 Diana Sobel, Room 20140, 201 S.E. Sixth Street, Fort Lauderdale, Florida 33301, 954-831-7721 at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.**

IN THE COUNTY COURT IN AND FOR BROWARD COUNTY, FLORIDA

CASE NO.: COCE

Plaintiff(s),

DIVISION: \_\_\_\_

JUDGE: \_\_\_\_\_

v.

Defendant(s).

\_\_\_\_\_ /

**ORDER REFERRING CASE TO COURT MEDIATOR IN COUNTY COURT**  
**(SMALL CLAIMS)**

The Court hereby refers this case to mediation as authorized by Florida Rules of Civil Procedure, Florida Small Claims Rules, and Chapter 44, Florida Statutes.

**All parties are ordered to attend the mediation conference to be held on \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ at the Broward County Courthouse located at 201 SE Sixth Street, West Tower, Room 19150, Fort Lauderdale, Broward County, Florida. The telephone number for the Court Administration Mediation and Arbitration Program (CMAP) offices is 954-831-6076.**

The general rules governing the settlement conference are:

1. The appearance of all parties in person is **MANDATORY**. If the Court has granted the absence of any party, an attorney appearing on behalf of a party must have full and complete authority to settle and execute a mediation agreement without further consultation. If a business entity (i.e. an insurance company, corporation, association, partnership) is a party, a representative of that company must appear having full authority to settle. A non-lawyer representative may appear on behalf of a party to small claims mediation if the representative has the party's signed written authority to appear and has full authority to settle without further consultation. **Full authority includes having complete authority to dismiss the claim, to pay up to the full amount of any counterclaim, or the individual representing the defendant has the authority to pay up to the full amount of the claim.**
2. The Court shall have the power to impose sanctions for failure to attend the mediation conference or failure to comply with the terms of paragraph 1, including the imposition of costs and attorney's fees.
3. All discussions, representations and statements made in the mediation conference or in the furtherance of mediation shall be confidential and privileged commencing with the date of this Order.

4. There shall be no charge to the parties for the mediation services in Small Claims Court for services provided by the CMAP at pre-trial unless the mediation has to be reset due to any party's failure to comply with the terms of this Order.
5. If a settlement or partial settlement is reached, it shall be reduced to writing in the presence of the mediator, signed by all parties or their counsel, and promptly submitted to the Court for review and approval.
6. All provisions contained in this Order may be enforced by contempt proceedings or other appropriate sanctions.
7. The parties are responsible for providing their own interpreter, if one is needed. Neither the Court nor the CMAP Office provides interpreters for civil cases.

**DONE AND ORDERED** in Chambers, Broward County, Florida this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
COUNTY JUDGE

Copies furnished:

Counsel of Record/Parties of Record

Court Mediation and Arbitration Program, Room 19150, Broward County Courthouse  
201 S.E. Sixth Street, Fort Lauderdale, Florida 33301

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IN THE COUNTY COURT IN AND FOR BROWARD COUNTY, FLORIDA

Case No.: \_\_\_\_\_ COCE

Judge: \_\_\_\_\_

Plaintiff(s),

vs.

Defendant(s),

\_\_\_\_\_/

**ORDER REFERRING CASE TO MEDIATION**  
**(COUNTY COURT – RESIDENTIAL EVICTION CASE)**

THE COURT hereby refers the above captioned matter to mediation as authorized by statute and rules of procedure. It is hereby **ORDERED** as follows:

1. Unless the parties select their own mediator as provided in paragraph (2) below, the parties shall attend mediation through Court Administration's Court Mediation and Arbitration Program (CMAP) located in the West Tower, Room 19150, Broward County Courthouse, 201 S.E. Sixth Street, Fort Lauderdale, Florida 33301. The phone number is (954) 831-6309. CMAP shall coordinate the date, time, and location for the mediation session.
2. If the parties desire to select their own mediator, they shall within five (5) days of the date of entry of this Order file a stipulation with the Clerk of the Courts as to the designation of the mediator. The parties shall provide a copy of the stipulation to the CMAP office located in the West Tower, Room 19150, Broward County Courthouse, 201 S.E. Sixth Street, Fort Lauderdale, Florida 33301. If the parties cannot agree on their own mediator, they must use the CMAP mediator as specified in paragraph (1) above.
3. The mediation shall be held within fifteen (15) days of the date of this Order, unless both parties agree to extend the mediation deadline.
4. CONTINUANCES MAY BE GRANTED ONLY BY THE COURT UPON TIMELY WRITTEN MOTION FOR GOOD CAUSE SHOWN. Even if the parties mutually agree to continue mediation, they must receive the permission of the Court and file the appropriate motions in a **timely** manner. **PARTIES SHALL NOT UNILATERALLY CANCEL MEDIATION FOR ANY REASON EXCEPT SETTLEMENT OF THE CASE AND NOTIFICATION OF SUCH SETTLEMENT IS PROVIDED IN WRITING TO THE COURT.**

5. The appearance of all parties, and their counsel, in person is **MANDATORY**. If the Court has granted the absence of a party, the attorney must have full and complete authority to settle from the client and authority to execute any mediation agreement on behalf of the client, without further consultation. If a business entity (i.e. an insurance company, corporation, association, partnership) is a party, a representative employed by that entity shall also appear having full authority to settle. **Full authority means the individual representing the plaintiff has the authority to dismiss the claim and to pay up to the full amount of the counterclaim and the individual representing the defendant has the authority to pay up to the full amount of the claim.**
6. Regarding this Order of referral to mediation, the court determines that:
- \_\_\_ This is a residential eviction case and there is no charge to either party if CMAP is used.
- \_\_\_ Other (Please specify): \_\_\_\_\_
7. The Court shall have the power to impose sanctions as authorized by the Florida Rules of Civil Procedure, for the following:
- Failure to attend and/or participate in good faith at the mediation conference without good cause;
  - Failure to obey this Order;
  - Failure of the parties to appear;
  - Failure of a representative to appear without full authority to settle, without further consultation;
  - Failure of an attorney to appear without full authority to act on behalf of his/her client, if the Court has granted the absence of a party;
  - Failure to obtain permission of the Court for a continuance;
  - Failure to pay the mediator's fee within the time period set forth in this order.
8. The conferences are governed by the Mediation Confidentiality and Privilege Act as well as applicable rules of procedure.
9. Parties shall notify CMAP if settlement is reached prior to a scheduled mediation date. Mediation shall not be canceled until a copy of the settlement is provided to CMAP and the Court.
10. If a settlement or partial settlement is reached, it shall be reduced to writing in the presence of the mediator, signed by all parties or their counsel, and promptly submitted to the Court.
11. Within ten (10) days following the completion of mediation, the mediator shall complete and return the Statistical Information Sheet to the CMAP, County Court Coordinator, Broward County Courthouse, Room 19150, 201 SE 6th St., Fort Lauderdale, FL 33301.

12. The parties are responsible for providing their own interpreter, if one is needed. Neither the Court nor the CMAP Office provides interpreters for County Court Civil cases.

**DONE AND ORDERED** in Chambers, Fort Lauderdale, Broward County, Florida, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
COUNTY JUDGE

Copies furnished to the parties and CMAP

**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 Diana Sobel, Room 20140, 201 S.E. Sixth Street, Fort Lauderdale, Florida 33301, 954-831-7721 at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.**