Mediation Instructions

1. The mediation shall be conducted by a Mediator assigned by the Brevard Mediation Program (hereafter the “Program”).

2. With in 10 days from the date of the Order counsel for both parties shall contact the Mediation Program to schedule the telephonic mediation. The Mediation Program can be reached by telephone at (321) 635-5065, and by email at brevardcourtsmediation@flcourts18.org.

3. The mediation shall be conducted in person during Small Claims Pre-trial Conference based upon the availability of mediators, or by telephone as directed by the Mediation office.

4. Corporate representatives attending the mediation shall be persons having knowledge of the case.

5. All attorneys and corporate representatives attending the mediation shall ascertain the extent of their authority to settle prior to the mediation.

6. The parties shall equally divide and pay the mediation fee as directed by the Program prior to the mediation.

7. The parties and their counsel, if any, shall participate in the mediation fully and in good faith.

8. If the case is settled prior to mediation, the parties shall promptly notify the Program and cancel the mediation.

9. If the case is settled at mediation, the Brevard County Mediation office will file the settlement documentation after mediation has concluded.