**Mediation Instructions**

1. The mediation shall be held at the Harry T. and Harriette V. Moore Justice Center, 2825 Judge Fran Jamieson Way, Viera, Florida 32940.

2. The mediation shall be conducted by a Mediator assigned by the Brevard Mediation Program, the Program Coordinator or designee (hereafter the “Program”).

3. Within 10 days from the date of the Order counsel for both parties shall contact the Program at (321) 637-5532 to make arrangements for the mediation.

4. Counsel for the parties shall participate in a conference call as directed by the Program to coordinate times and dates for the mediation.

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

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

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

8. Unless prior arrangements are made with the Mediator for telephone appearance, the parties and their counsel, if any, shall appear for mediation in person.

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

10. If the case is settled prior to mediation, the parties shall promptly furnish a copy of any settlement agreement to the Program and cancel the mediation.

11. If the case is settled at mediation, the parties shall file all settlement documentation within ten (10) days of the mediation.

 12. The Mediator shall promptly report to the Court whether the mediation was conducted and, if so, whether settlement was reached or impasse was declared.

 13. Additional information regarding the Brevard Mediation Program (Civil) may be found at <http://flcourts18.org/court-programs/foreclosures/brevard-mediation-civil-division/>.