

IN THE CIRCUIT COURT FOR THE FIFTH JUDICIAL CIRCUIT

ADMINISTRATIVE ORDER NO. A-2023-14

**REQUIRING PARTIES TO PROVIDE
INFORMATIONAL DOCUMENTS PRIOR TO FAMILY
LAW MEDIATIONS.**

WHEREAS, certain contested civil and domestic disputes can be amicably and expeditiously resolved through mediation prior to hearing by a court; and

WHEREAS, section 44.102(2)(b), Florida Statutes, allows a presiding judge to refer to mediation all or any part of a filed civil action; and

WHEREAS, section 44.102(2)(c), Florida Statutes, requires the presiding circuit judge to refer to mediation all or part of parenting and time-sharing or other parental responsibility issues as defined in section 61.13, Florida Statutes, in circuits in which a family mediation program has been established and upon a court finding of a dispute; and

WHEREAS, the mediation process can result in cost efficiencies to the parties and the Court; and

WHEREAS, mandatory mediation for certain matters increases the availability of judicial resources; and

WHEREAS, mediation is necessary for the prompt and efficient administration of justice;

THEREFORE, pursuant 2.215(b)(5) Florida Rules of General Practice & Judicial Administration, as the Fifth Judicial Circuit Administrative Judge for the Family Law Division;

DBMR

IT IS ORDERED as follows:

1. When an Order of Referral to Mediation is issued for a domestic relations matter, each party shall present to Court Mediation Services, or the mediator selected by the parties, as applicable, at least 24 hours before the scheduled mediation conference, the following:

- a. A written statement of the case, outlining the issues involved,
- b. a current financial affidavit that complies with 12.285 Family Law Rules of Procedure,
- c. the names and ages of the parties' minor children, if any, and a proposed Parenting Plan as to any minor children,
- d. the assets and liabilities to be divided, if any, with value/balances, preferably in the form of an equitable distribution chart,
- e. if pled, alimony analysis, to include form and amount requested,
- f. a child support guidelines worksheet if there are any minor children,
- g. any other information requested by the mediator.

2. Using a mediation outcome form substantially similar to the form attached hereto, upon completion of the mediation, the mediator shall indicate whether the party complied with the requirements of this administrative order with no additional comment.

3. Failure by a party to comply with this Administrative Order may result in sanctions or fees against the non-complying party.

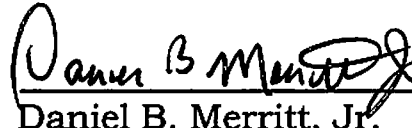
4. This Administrative Order is effective for mediations occurring July 1, 2023, and thereafter.

DBM

IT IS SO ORDERED in Chambers, at Ocala, Marion County,
Florida, this 22nd day of June 2023.



Ann Melinda Craggs
Administrative Judge
Family Law
Judicial Circuit



Daniel B. Merritt, Jr.
Chief Judge
Fifth Judicial Circuit Fifth

**IN THE CIRCUIT COURT OF THE FIFTH JUDICIAL CIRCUIT
IN AND FOR MARION COUNTY, FLORIDA**

IN RE: THE MATTER OF:

CASE NO.:

,
 Petitioner,
and

,
 Respondent.

OUTCOME OF MEDIATION CONFERENCE

DATE/TIME OF MEDIATION:

ATTENDANCE: <Petitioner> attended:

Telephonically/Zoom pro se with attorney without attorney

 <Respondent> attended:

Telephonically/Zoom pro se with attorney without attorney

AGREEMENTS REACHED:

- Agreement
- No Agreement
- No Mediation Held

Pursuant to Administrative Order A-2023-14, Parties are required to provide to the mediator, at least 24 hours prior to the mediation conference the following: a written statement and a current Financial Affidavit. Additionally, if applicable, the following shall be provided at least 24 hours prior to the mediation conference: a Parenting Plan, Assets/Liabilities List (equitable distribution), Alimony Analysis, and Child Support Worksheet.

Documents were provided by the Petitioner: [] Yes [] No
Documents were provided by the Respondent: [] Yes [] No

Certified Family Mediator Signature/Date

Certified Family Mediator Printed Name

Original: Clerk of the Circuit Court

cc: _____

 Family Mediation Program