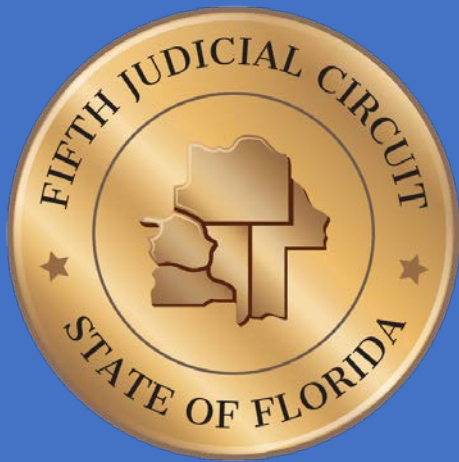


FIFTH JUDICIAL CIRCUIT MEDIATION CONTRACTOR REQUEST FOR INFORMATION (RFI)



Family and/or Dependency Mediators

REQUIREMENTS FOR APPOINTMENT AS MEDIATOR:

Qualifications:

All mediators who provide services under contract with the Fifth Judicial Circuit must be certified by the Florida Supreme Court in Family Mediation, and/or Dependency Mediation, as applicable.

Registration:

Those who meet the above qualifications and wish to be appointed as a Mediator in the Fifth Judicial Circuit must submit an application and interview to be added to the Fifth Judicial Circuit Mediator Registry; and

If selected, applicants may be required to complete one or more co-meditations or observations.

If selected for addition to the Fifth Judicial Circuit Mediator Directory, the Mediator must enter into a contract with the Fifth Judicial Circuit that may be up to three (3) years. Each contract will begin on July 1st, and end June 30th.

Compensation:

Compensation, for mediators, is paid by the State of Florida at the rates set by the Court. The rates for mediation are as follows:

Mediators: 45.00 Dollars per hour: Mediators must be available on an as needed basis.

Locations:

6+Mediators may be required to provide services across the circuit, locations include: The Citrus County Courthouse, Inverness; Hernando County Governmental Center, Brooksville; Lake County Courthouse, Tavares; Marion County Judicial Center, Ocala; Sumter County Courthouse, Bushnell, and such other facilities as required by the Court.

Rules:

Other Resources: Rules for Certified and Court-appointed Mediators; Rule 1.720, Rules of Civil Procedure; Chapter 39, Florida Statutes; and Chapter 44, Florida Statutes; Chapter 61, Florida Statutes; Chapter 63, Florida Statutes; Chapter 742 Florida Statutes.

REFERENCE MATERIAL REGARDING MEDIATION SERVICES:

Fifth Judicial Circuit Administrative Order:

<http://www.circuit5.org/wp-content/uploads/2017/10/a2012-46-a.pdf>

Marion County Administrative Order:

<http://www.circuit5.org/wp-content/uploads/2017/10/m1997-12.pdf>

Florida Supreme Court:

<https://www.flcourts.gov/Services/alternative-dispute-resolution/mediation/mediator-certification-qualifications-resources>

Florida Courts: Alternative Dispute Resolution Center:

<https://www.flcourts.gov/Services/alternative-dispute-resolution>

Florida Rule for Court Appointed Mediators:

<https://www.flcourts.org/content/download/219330/1981926/Mediator-Rules-Tab-3.pdf>

Florida Rules of Civil Procedure, Rule 1.720:

<https://www-media.floridabar.org/uploads/2026/04/Civil-Procedure-Rules-04-01-26.pdf>

Registry Application:

Please submit all completed Family and/or Dependency Mediator Applications and supporting documentation via email to:

Stephanie Figueroa
sfigueroa@circuit5.org

Please direct requests for additional information to:
Stephanie Figueroa
Alternative Dispute Resolution Director
352-754-4743

**ALL MEDIATORS WHO CONTRACT WITH THE FIFTH JUDICIAL
CIRCUIT MUST BE REGISTERED WITH THE STATE OF FLORIDA AS
A VENDOR.**

CHECKLIST

FOR ALL STATE OF FLORIDA VENDORS

TO REDUCE DELAYS OR POSSIBLE DENIAL OF PAYMENT FOR YOUR
SERVICES, PLEASE REVIEW THE CHECKLIST BELOW BEFORE
SUBMITTING YOUR CONTRACT:

HAVE YOU...

- ___ verified all information on your contract is correct (name, geographic location, contact info)?
- ___ filled in any missing information on signature page, including Social Security Number or Employer Identification Number (EIN)? (NOTE: If your EIN is associated with a company or business, that name will also need to be included on your contract)
- ___ electronically filed a 'Substitute Form W-9' with the Florida Department of Financial Services (DFS)? If not, please immediately visit the DFS website to create a profile and upload the information for your 'Substitute Form W-9'. The DFS website is at: <https://flvendor.myfloridacfo.com> (NOTE: If you have any questions, please contact the Fiscal Office at 352-401-6779)
- ___ sent a hard copy of your 'Substitute Form W-9' to our Fiscal Office? If not, please mail a copy of this Form to: ATTN: Lake County Court Administration-Finance and Accounting Office, PO BOX 7800, Tavares, FL 32778.
- ___ registered as a vendor with the State of Florida? If not, you must register with My Florida Marketplace. The registration process to complete is at <https://vendor.myfloridamarketplace.com>.

New Vendor Registration
Complete:

Company Name Tax ID Type Tax ID
Re-enter Tax ID Select Register

____ double checked that your name, address, and Social Security Number or EIN reflected on your contract matches the information you provided electronically to DFS; by hard copy to the Fiscal Office; and vendor registration?