



# ALTERNATIVE DISPUTE RESOLUTION OFFICE

SUITE 6.2100 MAIN JUDICIAL CENTER, 205 N DIXIE HIGHWAY, WEST PALM BEACH, FLORIDA 33401

**Court Mediation Services:**  
 Family/Juvenile Dependency Mediation  
 County Civil Mediation  
 Arbitration / Other Dispute Resolution Services

**Phone:**  
 (561) 355-2739  
 (561) 355-6298  
 (561) 355-2739

## COUNTY CIVIL REFERRAL – SCHEDULING FORM

FOR ADMIN USE ONLY	
Mediator Call/Email (Date & Time)	
Mediator's Name Conf'd	
Appt Date Conf'd	
Order to Mediate	

**Please complete and return this referral to # ) U k @pbcgov.org**

<b>TODAY'S DATE:</b>		<b>CASE STYLE:</b>	
<b>CASE #: 50</b>		<b>DIVISION: R</b>	
<b>VS.</b>			
<b>Type (Check One):</b>			
<input type="checkbox"/> Auto Repair	<input type="checkbox"/> Assault/Battery	<input type="checkbox"/> Breach/Contract	<input type="checkbox"/> Consumer
<input type="checkbox"/> Residential Evict.	<input type="checkbox"/> Commercial Evict.	<input type="checkbox"/> Foreclosure	<input type="checkbox"/> Landlord/Tenant
<input type="checkbox"/> Property Damage	<input type="checkbox"/> Prop./\$ Recovery	<input type="checkbox"/> Worthless Checks	<input type="checkbox"/> Other
<b>PLAINTIFF</b>			
<b>Contact Person (or Legal Assistant):</b>		<b>Direct Line:</b>	
<b>E-mail:</b>			
Attorney's name (n/a if Pro Se):		Law Firm (n/a if Pro Se):	
<b>Address:</b>		<b>City/ST/Zip</b>	
<b>Add. Work/Cell Tel. #:</b>			
<b>MEDIATION CONFERENCE</b>			
<b>Best Dates, Times, and Location for Conference (PBG/WPB/Delray/BG):</b>			
*****			
<b>DEFENDANT</b>			
<b>Contact Person (or Legal Assistant):</b>		<b>Direct Line:</b>	
<b>E-mail:</b>			
Attorney's name (n/a if Pro Se):		Law Firm (n/a if Pro Se):	
<b>Address:</b>			
<b>Add. Work/Cell Tel. #:</b>			
*****			
<b>-- IMPORTANT TO READ --</b>			
<p><b>The Plaintiff's Attorney is responsible for setting the conference with the Defendant and Mediator, and sending the "Notice of Mediation" to all parties involved, including the Alternative Dispute Resolution (ADR) Office, Mediation Services Coordinator, at # ) U k @pbcgov.org. When Plaintiff is pro se, the MSC will send the "Notice of Mediation."</b></p> <p><b>Both Parties are ordered to attend mediation (2-hour session) and to pay \$60.00 per parties to the Clerk of the Courts (Tel: 561 355-2500 / payment by credit card, check, money order or cash), ten days prior to mediation.</b></p> <p><b>Mediation meeting location is Palm Beach County Courthouse, ADR Office, Suite 6.2100, 205 N. Dixie Hwy, WPB, FL 33401 (Note: For North &amp; South County courthouses, the assigned mediator will reconfirm the location).</b></p> <p><b>A 48-hour (2 business days) notice to the mediator is required for the rescheduling of county civil mediations that are set through the 15th Judicial Circuit Court ADR Program. Failure to do so will result in a minimum fee of \$60 per parties being imposed.</b></p>			