



Fifteenth Judicial Circuit of Florida

MEMORANDUM

TO: Palm Beach County Bar Association, All Family Law Practitioners, All Family and Juvenile Judges and Judicial Assistants; All Magistrates and Magistrate Assistants; Family and Juvenile Court Managers, All UFC Case Managers

FROM: Barbara Dawicke, Trial Court Administrator

RE: New Mediation Scheduling in Family and Juvenile Divisions

DATE: October 31, 2017

CC: Hon. Krista Marx, Chief Judge; Danni Hoefling, Mediation Director

The Fifteenth Judicial Circuit will implement an on-line scheduling system for mediation in family cases, effective November 1, 2017. This system will allow for the scheduling of mediation 24/7. Instructions:

- Attorneys must register with the Circuit's On-Line Services ("OLS"). To register go to: <https://e-services.co.palm-beach.fl.us/scheduling/login.php>.
- Attorneys who currently use OLS do not need to register again.
- Once registered, users must log in to their OLS account and click on the Mediation tab.
- Upon scheduling, an "Order of Referral to Mediation" will be populated automatically and submitted to the divisional Judge for review and signature. Users will have the opportunity to edit the name or address for the parties, if needed.
- Attorneys shall not submit a paper copy.
- Upon scheduling, a confirmation number will be generated. The confirmation number is necessary to proceed with mediation on the mediation date.
- Users cannot cancel or reschedule mediations on-line. To cancel or reschedule refer to the Instructions on-line and on the confirmation page.
- Effective November 1, 2017, the OLS mediation application will be the only method available to schedule a mediation.
- Also effective November 1, 2017, the Family and Juvenile case managers will schedule Dependency and Family mediations via OLS.
- Tutorial videos will be posted on the Circuit's website, YouTube Channel, Courthelp4u.
- For technical issues with the application, please email cad-web@pbcgov.org.