As a result of COVID-19, the Third Judicial Circuit is offering remote mediation for parties in family law, dependency, and small claims cases. The Florida Supreme Court has entered orders that temporarily modify the rules governing mediation, which now allow for remote attendance and electronic signatures.

If you have been ordered to mediation, please carefully read the documents you received in the mail and the information found below.

1. **A minimum of seven (7) days before your mediation you are REQUIRED to contact the Mediation Department at 386-719-1461 or mediation@jud3.flcourts.org to provide your email address and/or telephone number.**

2. Find a quiet place without distractions so you can hear and be heard. Make sure your computer and/or cellphone is fully charged. If possible, select a space with a table, notepad, and pen so you can make notes, if desired. Mediation is confidential; therefore, only the named parties in the case should be able to see and hear the mediation session.

3. Clicking on the provided link grants you access to the remote mediation. Once you confirm your audio/visual components are working, the mediator will control the rest of the needed technology.

   The platforms utilized by our mediators are secure. Participants are provided links to the mediation but do not actually gain entry until the mediator allows a party in.

4. If you have documents you wish to share, you should file them with the clerk of court and send a copy to the other party, at least seven (7) days before your scheduled mediation.

5. If an agreement is reached, the mediator will prepare the agreement for each person to review and electronically sign. After everyone has signed, the mediator will e-file the agreement and provide copies to all parties.

Although you may be participating from the comfort of your home and will be able to take breaks, as needed, please be sure that during the mediation your focus is on your mediation conference. During mediation is not the time to be distracted with other tasks.