

IN THE COUNTY COURT OF THE NINTH  
JUDICIAL CIRCUIT IN AND FOR  
ORANGE COUNTY, FLORIDA  
CASE NO. [Case No.] DIV. \_\_\_\_

[Plaintiff]  
[Address]  
[Address2]  
[CityState]

Plaintiff(s)

v.

[Defendant]  
[Daddress]  
[Daddress2]  
[DcityState]

Defendant(s).

\_\_\_\_\_ /

**ORDER SETTING CASE FOR MEDIATION**

The Court hereby sets this action for mediation on [Meddate], , at [Medtime] a.m.  
**at the Orange County Courthouse, 425 North Orange Avenue, Room 120, Orlando, Florida  
32801.**

Be prepared to present any information or papers that will support your side of the case. If the mediation process does not result in a settlement of the case, you will be given a date to return for a pre-trial or trial, at which time the unresolved issues will be heard by a Judge.

Each of the following must be physically present at the mediation:

- 1) Each party, or, if the party is not a natural person, a representative of the party with full settlement authority (**full settlement authority includes the ability to agree to accept or pay any amount up to the plaintiff's last demand**); and
- 2) The party's attorney, if any; and
- 3) A representative of the insurance carrier for any insured party who is not such carrier's outside counsel and who has full authority to settle up to the amount of the plaintiff's last demand or policy limits, whichever is less, without further consultation.

**FAILURE OF ANY OF THESE TO APPEAR MAY RESULT IN THE ENTRY OF A  
DEFAULT OR DISMISSAL OF THE ACTION BY THE COURT.**

If there are any questions about mediation, please contact the Mediation Department at (407)836-2004. Our fax number is (407)836-2367.

DONE AND ORDERED at Orlando, Orange County, Florida, on [**Today's Date**].

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**NAME OF JUDGE**  
County Court Judge

I hereby certify that a true and correct copy of the foregoing has been furnished by U.S. Mail to the plaintiff(s) and defendant(s) at the above referenced addresses, on [**Today's Date**]

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Orange County Court Mediation

In accordance with the Americans with Disabilities Act, persons with disabilities needing a special accommodation to participate in this proceeding should contact the individual or agency sending the notice at 425 N. Orange Avenue, Room 120, Orlando, FL 32801, Telephone: (407)836-2303 not later than seven days prior to the proceeding. If hearing impaired, (TDD) 1-800-955-8771, or Voice (V) 1-800-955-8770, via Florida Relay Service.