

VIRTUAL MEDIATION INSTRUCTIONS FOR PRO SE PARTIES

I. MEDIATION FEE

You can pay your Mediation fee by:

- Mail check or money order payable to Clerk of the Court, to:
Domestic Clerk of the Court
425 N. Orange Avenue, Room 320
Orlando, FL 32801
- Online: <https://www.myorangeclerk.com/Divisions/Family/FamilyServices>
(When entering your case number, please be sure to enter the letter "O" at the end and not the number "0.")

**Please Note: your payment will take a few days to process if you mail it in or drop it off.*

II. VIRTUAL PLATFORM

In order for you to attend your virtual mediation session, you must have access to the virtual platform your mediator is using. Please check the website to become familiar with the program.

- i. Zoom: www.zoom.com
- ii. Skype: <https://www.skype.com/en/>
- iii. Microsoft Teams: <https://products.office.com/en-US/microsoft-teams/group-chat-software>

III. WHAT HAPPENS AFTER MEDIATION

- a. If you reach a **complete agreement** during your virtual mediation session, the Mediation Department will process your paperwork.
 - i. If the Court approves your complete mediation agreement, you will receive an Order Approving Mediation Agreement in the mail and a final hearing will be scheduled.
 - ii. If you would like to waive your attendance at the final hearing, you can file a Motion/Waiver to attend the final hearing. The Motion/Waiver can be found on <https://ninthcircuit.org/research/court-forms/dispute-resolution>
- b. If you reach a **partial agreement**, the Mediation Department will process your paperwork.
 - i. If the Court approves your partial agreement, you will receive an Order Approving Partial Agreement in the mail. A trial date or court hearing may be scheduled in your case to address the remaining issues in your case. **OR**
 - ii. If you and the other party in your case agree, you can attend a second virtual mediation session to address the remainder of the issues in your case.
- c. If you **do not** reach an agreement during your virtual mediation session, your case will be scheduled for a trial. You will have to file a Form 51/Notice for Trial before you are able to get a trial date.

IV. QUESTIONS

- a. If you have any questions or concerns about the virtual mediation process, you can contact the Mediation Department at: 407-836-2004 or email: OrangeCountyDRS@ocnjcc.org
 - b. If you have any questions or concerns about the progression of your case, you can contact Family Court Case Management through an inquiry form at: <https://www.ninthcircuit.org/about/programs/family-court-case-management>
 - c. If you have any questions or concerns about paying your mediation fee or filing the Form 51 / Notice for Trial, you can contact the Domestic Clerks at 407-836-2054.
 - d. We encourage you to electronically file your documents through the e-portal. This will ensure that you are immediately notified when new paperwork is filed in your case. Instructions can be found on: <https://ninthcircuit.org/research/court-forms/dispute-resolution>
- **PLEASE NOTE: Your mediation session is scheduled for up to a length of three hours.**