

SIXTH JUDICIAL CIRCUIT
MEDIATOR INFORMATION SHEET
****SMALL CLAIMS ONLY****

- All Small Claims mediators who provide services under contract with the Sixth Judicial Circuit must be certified by the Florida Supreme Court in County Mediation.
- Each mediator selected to serve must enter a contract with the Court. New contracts are effective July through June, with the possibility of renewals for up to three years. **Bilingual mediators desired.**
- **Compensation:** Each mediator serves in rotation. Compensation for services is paid by the State of Florida at the rates set by the Court. The rates for payment in court-provided mediation are as follows:
 - **Pretrial Mediations** – \$20.00 per hour, except in Dade City (East Pasco), where the rate is \$22.00 per hour.
- **Expected Performance Details:**
 - **Pasco County (East – Dade City):** Pretrial mediations are normally held *in person* every other Wednesday with court starting at 9:30 A.M. **(West – New Port Richey):** Pretrial mediations are normally held *in person* Thursday with court starting at 9:00 A.M. **NOTE:** Mediators providing small claims pretrial mediation should expect to serve for the entire calendar, approximately 6 to 8 hours for the day.
 - **Pinellas County:** Pretrial mediations are held *remotely*, via Zoom, on Tuesdays for North County (Clearwater) cases and Wednesdays for South County (St. Petersburg) cases with court starting at 8:45 A.M. and the Zoom host as well as mediators signing on beforehand at 8:30 A.M. **NOTE:** Mediators providing small claims pretrial mediation should expect to serve for the entire calendar, approximately 6 to 8 hours for the day.
 - **Tasks:** Besides mediating cases, mediators may be tasked by a Hearing Officer or Judge with administrative duties including identifying parties, assisting parties with completing and signing documents, and relaying parties' questions to the Court.
- **Other Resources:** Rule 10, Rules for Certified and Court-appointed Mediators; Rule 1.720, Rules of Civil Procedure; and Chapter 44, Florida Statutes.

The Court is currently soliciting for Small Claims mediators only.

**ALL COMPLETED APPLICATIONS AND SUPPORTING DOCUMENTATION
MUST BE RECEIVED BY THE OFFICE OF COURT COUNSEL AT**

SixthCircuitContracts@jud6.org

DEADLINE FOR APPLICATIONS HAS BEEN EXTENDED