



State of Florida
Sixth Judicial Circuit of Florida

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CLEARWATER, FL 33762

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SHAWN CRANE
CHIEF JUDGE

LYNDSEY E. SIARA
COURT COUNSEL

October 22, 2024
MEMORANDUM

TO: All persons who wish to be considered for appointment as a
Small Claims Mediator in Pasco and Pinellas Counties

FROM: Shawn Crane, Chief Judge 

SUBJECT: Solicitation for Small Claims Court-Appointed Mediators

The Court is seeking applicants to provide mediation services in Small Claims and County Civil matters in Pasco and Pinellas Counties. **Current Mediators do not need to re-apply.** Selection of mediators will be based on the timely submission of a completed Mediator Application, resume, and any supporting documents. Not all applicants may be selected to serve. Bilingual mediators are highly desired.

Interested applicants must electronically submit:

- Completed Mediator Application & Vendor Background Check Authorization (combined forms);
- Resume (which addresses your experience and qualifications as a mediator); and
- Any other relevant information relating to your qualifications to serve as a mediator.

The Mediator Application & Vendor Background Check Authorization Form can be found on the Circuit's website at www.jud6.org/LegalCommunity/CourtContractedServices.html. Information on qualifications, requirements for service, and compensation may also be found on the **Sixth Judicial Circuit Mediator Information Sheet**, located on the Circuit's website. All mediators must be willing and able to perform mediations based on the information provided in the Mediator Information Sheet.

**ALL COMPLETED APPLICATIONS AND SUPPORTING DOCUMENTATION
MUST BE RECEIVED BY THE OFFICE OF COURT COUNSEL AT
SixthCircuitContracts@jud6.org
NO LATER THAN 5:00 P.M., WEDNESDAY, OCTOBER 30, 2024**

If you **do not** have the ability to submit your paperwork by email, please notify the Office of Court Counsel before mailing or faxing any documentation. Certified deliveries **will not** be accepted. All questions may be directed to the Office of Court Counsel at SixthCircuitContracts@jud6.org.