

MEDIATION INSTRUCTIONS

COLLIER COUNTY COURT - ORDERED FAMILY MEDIATION - All other cases are to be coordinated directly with the Mediation Coordinator.

OFFICE POLICIES AND PROCEDURES

Collier County Courthouse
3315 Tamiami Trail E
Naples, FL 34112

Debbie Mravic, Civil/Family Division Director
(239) 252-2603

Iler Rivera-Chicas, In-house Mediator/ Mediation Services Coordinator

(239)252-8706 or irivera-chicas@ca.cjis20.org

In accordance with section 44.108 of Florida Statutes, eligibility to participate in the Court Mediation program requires the parties to have a gross combined income of under \$100,000.00. In Collier County, if the parties have a gross combined income above \$100, 000 they must contact a private mediator. Please see www.Flcourts.org for information on certified mediators.

SCHEDULING FAMILY MEDIATION (Collier County)

The Family Case Manager generally schedules family Mediations during Case Management Conferences. Available Mediation Dates and Times can be viewed and scheduled on the JACS calendar.

- Click here to [view available MEDIATION DATES](#) on JACS

A family mediation session is three (3) hours in length. Family Mediations sessions are held at 9:00am or 1:00pm on Monday, Wednesday, Thursday and every other Friday. *****All sessions MUST be coordinated with opposing party's counsel and/or self-represented party prior to scheduling through JACS.** Once all parties agree on a date and time, you may schedule directly on JACS and notify the Mediation Coordinator at Mediation-Collier@ca.cjis20.org.

Please include the following information on your e-mail:

Case Number: xx-DR-xxxx

Parties: Petitioner / Respondent / Parties as well as Attorneys

Both Parties' gross combined income

If you need to schedule a full day of mediation, please contact the program coordinator directly for availability: Mediation-Collier@ca.cjis20.org

After confirming eligibility, the mediation time is reserved and an order appointing and directing mediation is generated. Copies will be sent via clerk's e-service to the attorneys of record and via USPS to self-represented litigants.

Cancellation or rescheduling family mediations:

Pursuant to administrative order no. 1.16 in order to cancel court mediation, the requesting parties must do one of the following, at least three (3) full business days prior to the scheduled mediation, excluding the date of mediation:

If appropriate notice of cancellation is NOT provided to the Court Mediation Program at least (3) full business days in advance, prior to the date scheduled for mediation, payment of a late cancellation fee may be required. If the Late cancellation fee is not paid, and Order to show cause may be issued.

Please contact the Mediation program directly to reschedule mediation.

TELEPHONE

Telephone hours are from 8:00 a.m. to 4:30 p.m. Due to the high volume of phone calls received and

a mediation session taking place, you will at times not reach the mediator in person. Therefore, when calling and receiving voicemail, please leave your name and a brief message and your phone call will be returned as soon as possible.

Thank you for your cooperation.