

# JACS FAMILY MEDIATION SCHEDULING REQUIREMENTS

1. **Both parties must have their Financial Affidavits** (FA's) filed with the Clerk of Court before mediation can be scheduled. FA's must not be more than one year old.
2. To be eligible for the court mediation program, parties' combined annual gross income must be less than \$100,000 (exclusive of any previously ordered alimony and/or child support). This requirement applies to all case types (DOM, PAT, MOD)  
**IMPORTANT NOTE:** If the requirements in #1 and #2 are not met, the case **will be removed** from the JACS calendar by mediation staff. Prior to removing the case, we will send a courtesy email, informing attorneys why the case is not eligible. You will be given an opportunity to make appropriate updates, if applicable.
3. **JACS must be used if one or both parties are represented.** Attorneys are expected to coordinate the mediation date with opposing counsel prior to scheduling in JACS.
4. **AVAILABLE DATES are established from 21-90 days out.** If you have a request outside of this range, please contact our office.
5. If there is a Pro Se party, please schedule at least 4 weeks out.
6. **You have the option of scheduling mediation for an entire day,** so you may schedule for both the 9 a.m. and 1 p.m. slots. *Parties must pay the mediation fee for at least the morning session in accordance with the invoice – seven days prior to the mediation. They may pay the afternoon fee the day of the mediation. Details will be contained in the invoice that accompanies the Order.*
7. After the case is scheduled, the mediation staff will issue the Order to Family Mediation, typically within five business days.
8. JACS scheduling does not alter other policies of the mediation office, such as telephonic mediations. All questions should be directed to Julia Sykes in our office (see below).

## REFERENCES:

Administrative Order 16-30B – Family Mediation Mandatory Referral of all Contested Family Law Cases to Mediation

Florida Statute 44

**FAMILY MEDIATION OFFICE – ADMINISTRATIVE ASSISTANT JULIA SYKES**

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*Effective 9/16/19*