**Mediation Instructions**

1. The mediation shall be conducted by a Mediator assigned by the Brevard Mediation Program (hereafter the “Program”).

2. Within 10 days from the date of the Order counsel for both parties shall contact the Program at (321) 637-5532 to make arrangements for the mediation.

3. Counsel for the parties shall participate in a conference call as directed by the Program to coordinate times and dates for the mediation.

4. The mediation shall be conducted in person, by telephone or by video conference as directed by the Mediator.

5. Corporate representatives attending the mediation shall be persons having knowledge of the case.

6. All attorneys and corporate representatives attending the mediation shall ascertain the extent of their authority to settle prior to the mediation.

7. The parties shall equally divide and pay the mediation fee as directed by the Program prior to the mediation.

8. The parties and their counsel, if any, shall participate in the mediation fully and in good faith.

9. If the case is settled prior to mediation, the parties shall promptly notify the Program and cancel the mediation.

10. If the case is settled at mediation, the parties shall file settlement documentation promptly.