

**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA**
Choose division

Plaintiffs,

Case No.

v.

Defendants.

Mediation Report

The parties held a mediation conference on _____, and the results of that conference are indicated below.

1. Attendance

The following participants attended the mediation conference:

- lead counsel
- the parties or a party's surrogate satisfactory to the mediator
- any necessary insurance carrier representative

List any unexcused absence or departure from the mediation conference:

2. Outcome

Under Local Rule 3.09(a), the parties must immediately file a notice after agreeing to resolve all or part of a civil action, even if the resolution is contingent or unwritten.

- The parties completely settled the case.
- The parties partially settled the case. The following issues remain:

- The parties agreed to continue the mediation conference. The mediator will file another mediation report within seven days after the continued conference.
- The parties have reached an impasse.

Add name of mediator
If counsel, add name of client
Add date of signature