**United States District Court**

**Middle District of Florida**

Choose division

Enter name(s),

 Plaintiffs,

v. Case No. Enter case number

Enter name(s),

 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:

|  |
| --- |
|  |
|  |
|  |
|  |

1. **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