**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:

|  |
| --- |
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1. **Outcome**

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| --- |
| 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