

Foreclosure Mediation Program  
9<sup>th</sup> Judicial Circuit  
Orange County

Plaintiff Attorney Instructions

Borrower Information:

Please provide the **borrowers name, property address, mailing address (if different from property address) and last known telephone number**. This information should be submitted with the Form A to the Program Manager.

Payment:

Fee payment should be made by check and mailed directly to the:

Orange County Bar Association  
880 N. Orange Ave.  
Orlando, FL 32801

**Please remember to include a copy of Form "A" and the borrowers' contact information with your check to the Orange County Bar Association.**

Plaintiff Compliance Check List

- ✓ Files Case Complaint with the Orange County Court (Complaint packet includes newest version of Exhibit 2 letter from Administrative Order 2012-06-02).
- ✓ Within 5 business days of filing Complaint mail check, Form A and borrower contact information to the Program Manager.
- ✓ If Plaintiff's counsel misses the 5-day deadline, the Program Manager will send an email to notification regarding the compliance issue and the \$50 penalty fee will be due.
- ✓ Within 10 days of filing, if compliance issues are not resolved the Program Manager may submit a proposed Order to Show Cause to the Court.