

Foreclosure Mediation Program
9th Judicial Circuit
Orange County

Plaintiff Attorney Instructions

Borrower/Defendant Information:

Please provide the **borrower's/defendant's 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'/defendants' 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 2012-06-03).
- ✓ Within 5 business days of filing Complaint mail check, Form A and borrower/defendant 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.

For more information contact foreclosuremediation@ocbanet.org.