



**DEPARTMENT OF FINANCIAL SERVICES**  
*Division of Consumer Services – Alternative Dispute Resolution Section*

**Automobile Mediation Request Form**

YOUR NAME:		
Address:		
Phone Number:		
E-mail Address:		
FULL NAME OF YOUR INSURANCE COMPANY:		
Named Insured:		
Address: (if different from above)		
Phone Number: (if different from above)		
Email Address: (if different from above)		
Claim Number:		Policy Number:
Is the Problem Related To:	<input type="checkbox"/> Property Damage <input type="checkbox"/> Personal Injury (must be \$10,000 or less)	
Type of Dispute:	<input type="checkbox"/> Unsatisfactory Settlement Offer <input type="checkbox"/> Other	
<b>BRIEF STATEMENT OF THE PROBLEM</b> (including amount disputed): (Attach additional sheet if necessary)		
<p>You are entitled to mediation in accordance with s. 627.745, Florida Statutes, for any claim with bodily injury in an amount of \$10,000 or less or any claim for property damage in any amount, arising out of ownership, operation, use or maintenance of a motor vehicle before a lawsuit has been filed.</p> <p>Your Dispute may qualify for mediation if:</p> <ul style="list-style-type: none"> <li>• The claim involves damages to property in any amount, or</li> <li>• The claim involves bodily injury damages in an amount of \$10,000 or less, <b>And</b></li> <li>• The claim has <u>not</u> been settled, <b>And</b></li> <li>• No form or release has been signed with or for the insurance company, <b>And</b></li> <li>• The claim is not involved in litigation.</li> </ul> <p><b>Mediation Fee:</b> The cost of mediation is \$200 and shall be paid equally in the amount of \$100 by the insured and the insurance company. The mediation fee must be paid in the form of a certified check, money order or insurance company check made payable to the Department of Financial Services. Participation in mediation is voluntary. Once the insurance company agrees to participate in mediation, you will be notified to submit the mediation fee.</p> <p>Complete this form and return it to:</p>		
<p><b>Department of Financial Services</b>  <b>Division of Consumer Services</b>  <b>Alternative Dispute Resolution Section</b>  <b>200 E. Gaines Street</b>  <b>Tallahassee, Florida 32399-4212</b>  <a href="mailto:Mediation@MyFloridaCFO.com">Mediation@MyFloridaCFO.com</a>  <b>Fax 850-488-6372</b></p>		