



State of Florida
Sixth Judicial Circuit of Florida

COUNTIES OF PINELLAS AND PASCO
545 - 1ST AVENUE NORTH, ROOM 400
ST. PETERSBURG, FLORIDA 33701
(727) 582-7272


ANTHONY RONDOLINO
CHIEF JUDGE

CINDY HERRINGTON
JUDICIAL ASSISTANT

MEMORANDUM

July 15, 2022

TO: All persons who wish to be considered for appointment as
Small Claims in Pasco and Pinellas Counties

FROM: Anthony Rondolino, Chief Judge 

SUBJECT: Solicitation for Small Claims Court-appointed Mediators

The Court is seeking applicants to provide mediation services in Small Claims and County Civil in Pasco County. **Current Mediators do not need to re-apply unless they wish to serve additional areas.** Selection of Mediators will be based on the timely submission of a complete Mediator Application, Resume, and supporting documents. Not all applicants may be selected. Bilingual mediators are highly desired. All Mediators must be able to perform remote or in-person mediations and comply with state and local orders and guidelines related to Covid-19. **All applications and documentation must be submitted electronically to the Office of Court Counsel at SixthCircuitContracts@jud6.org, no later than 5:00 p.m., on Friday, July 29, 2022.**

Individuals interested in being considered for appointment must electronically submit:

- Completed Application & Vendor Background Check Authorization (combined forms);
- Résumé (which addresses your experience and qualifications as a Mediator); and
- Any other relevant information relating to your qualifications to serve as Mediator.

The Application & Vendor Background Check Authorization Form can be found on the Court's website at www.jud6.org/LegalCommunity/CourtContractedServices.html. Information on qualifications, requirements for service, and compensation may also be found on the website in the **Sixth Judicial Circuit Mediator Information Sheet**.

**ALL COMPLETED APPLICATIONS AND SUPPORTING DOCUMENTATION
MUST BE RECEIVED BY THE OFFICE OF COURT COUNSEL AT
SixthCircuitContracts@jud6.org
NO LATER THAN 5:00 P.M., FRIDAY, JULY 29, 2022**

If you **do not** have the ability to submit your paperwork by email, please notify the Office of Court Counsel before mailing or faxing any documentation. Certified deliveries **will not** be accepted. All questions may be directed to the Office of Court Counsel at the aforementioned email address.