

Circuit Mediation/Deposition Room Reservations

In order to reserve a Deposition or Mediation Room in Baker, Bradford, Gilchrist, Levy and Union counties, please provide the following information **via e-mail**:

- County in which the room is needed
- Attorney or Mediator's Name
- Case name and number
- Date and time needed
- Expected duration
- Number of people expected to be physically present
- Whether arrangements will need to be made for telephonic conferencing

To reserve a room in the Baker, Bradford, or Union County Courthouses, please e-mail Karen Jordan (jordank@circuit8.org).

To reserve a room in the Gilchrist and Levy County Courthouses, please email Kristina Velez (velezk@circuit8.org).

For any other matters, please call Court Administration at (352) 337-6277.