

# FORECLOSURE SETTLEMENT CONFERENCE INTAKE FORM

Supreme Court of the State of New York County of \_\_\_\_\_  
\_\_\_\_\_ Plaintiff(s), v. Index No.: \_\_\_\_\_  
\_\_\_\_\_ Defendant(s).

A Residential Foreclosure Conference was held on \_\_\_\_\_

**Appearances For Plaintiff(s) ("P")**  Retained Counsel  Per Diem

\_\_\_\_\_  
Name: \_\_\_\_\_ Email/Phone: \_\_\_\_\_  
\_\_\_\_\_  
Law Firm: \_\_\_\_\_ Loan Servicer: \_\_\_\_\_

**For Defendant(s) ("D")**  Unrepresented  Retained Counsel  Limited Representation  Other

\_\_\_\_\_  
Name: \_\_\_\_\_ Email/Phone: \_\_\_\_\_  
\_\_\_\_\_  
Law Firm: \_\_\_\_\_ Servicer Provider: \_\_\_\_\_

Other: \_\_\_\_\_

## ELIGIBILITY

This foreclosure action is eligible for an FSC:  Yes  No \_\_\_\_\_

Has the defendant filed an answer:  Yes  No

This case does not meet the criteria of Uniform Rule 202.12(a). (FSCNER) (FSCNEU) \_\_\_\_\_

**D** failed to appear at the scheduled conference, **P** to proceed with the action. (FSCDFTR) (FSCDFTU)

## LOAN AND INCOME INFORMATION

Mortgage Date: \_\_\_\_\_ Default Date: \_\_\_\_\_

Plaintiff is the Owner of the Mortgage and note  Yes  No \_\_\_\_\_

Prior Modification 1 \_\_\_\_\_ Prior Modification 2 \_\_\_\_\_ HAMP  Yes  No

Other: \_\_\_\_\_

## FOLLOWING A SETTLEMENT CONFERENCE, IT IS HEREBY DIRECTED THAT:

By \_\_\_\_\_ [date], **P** shall provide to **D** a loan modification/short sale application.

By \_\_\_\_\_ [date], **D** shall submit to **P** a completed loan modification/short sale application.

By \_\_\_\_\_ [date], **P** shall send Missing Document Letter, if necessary.

By \_\_\_\_\_ [date], **D** shall respond to the Missing Document Letter.

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Case settled by  loan modification (FSCLMR) (FSCLMU)  other \_\_\_\_\_

Case Discontinued except by settlement. **P** shall file a Notice of Discontinuance and serve a Certified Copy of such Discontinuance upon **D** within (45) days of the date hereof. (FSCDISCR) (FSCDISCU)

Case is not settled and **P** may proceed with the action. (FSCCNSR) (FSCCNSU) Unless otherwise directed by the Court, failure to proceed will result in dismissal of the action.

Stayed pending other outcome. (FSCSTAYR) (FSCSTAYU)

**The court directs an adjournment to \_\_\_\_\_ at \_\_\_\_\_**

**For a further conference.**  **Trial modification.** (FSCCTDR) (FSCCTDU)

Directed by:	<b>P</b> acknowledges receipt by signing below:	<b>D</b> acknowledges receipt by signing below:
Date:	Signature	Signature