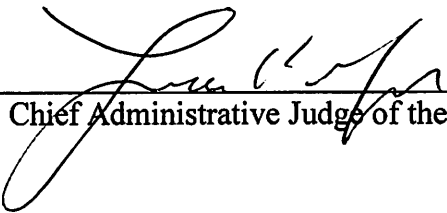


**ADMINISTRATIVE ORDER OF THE
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS**

Pursuant to the authority vested in me, I hereby promulgate the following forms for use in residential foreclosure proceedings in Supreme Court, effective March 1, 2017 (attached):

1. Foreclosure Settlement Conference Intake Form;
2. Foreclosure Settlement Conference Status Form; and
3. Foreclosure Settlement Conference Additional Information form.



Chief Administrative Judge of the Courts

Dated: January 18, 2017

AO/27/17

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:	P acknowledges receipt by signing below:	D acknowledges receipt by signing below:
Date:	Signature	Signature

FORECLOSURE SETTLEMENT CONFERENCE STATUS FORM

Supreme Court of the State of New York County of _____

_____ Plaintiff(s), v. Index No.: _____

_____ Defendant(s) # of prior conferences _____

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: _____

- Defendant Filed and Served an Answer, Default Vacated Defendant did NOT file an Answer
 On _____ [date], D submitted an initial/updated modification/short sale package to P.
 On _____ [date], P requested that D submit the following additional documents:

P did not comply with this Court's prior directive dated _____, in that: _____

D did not comply with this Court's prior directive dated _____, in that: _____

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) Case Dismissed (FSCDISMR) (FSCDISMU) _____

Case Settled other than loan modification (FSCOTR) (FSCOTU)
 loan reinstatement loan satisfaction MHA short sale Deed in Lieu

Case Discontinued. P shall file a Notice of Discontinuance and serve a Certified Copy of such Discontinuance, upon D within (45) days of the date herein. (FSCDISCR) (FSCDISCU)

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

Stayed pending other outcome (FSCSTAYR) (FSCSTAYU)

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

The court directs an adjournment to _____ at _____

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

Directed by:	P acknowledges receipt by signing below:	D acknowledges receipt by signing below:
Date:	Signature	Signature

