

## **FORECLOSURE SETTLEMENT CONFERENCE PART RULES:**

- Dial-in access is provided for unrepresented litigants to appear in the event they are unable to attend via video or experience technical difficulties. **Counsel is expected to appear via the link provided, with camera on, in professional attire.**
- All matters should be converted to electronic filing. Notwithstanding conversion, unrepresented litigants are not required to participate and must continue to be served in hard copy (22 NYCRR 202.5).
- Interested parties must have current contact information listed on NYSCEF (firm name, telephone number, email, fax).
- Where a conference is scheduled and there are litigants known to plaintiff to be unrepresented, plaintiff shall send a letter to the court indicating the litigant(s) last known mailing address, telephone number and email:

Bronx Civil Supreme Court  
Attn: Foreclosure Settlement Conference Part  
851 Grand Concourse, Rm 701A  
Bronx, NY 10451

- After the conference, the Foreclosure Settlement Conference Intake/Status Form will be e-mailed to you. You must fill-in your appearance information, sign the form and return it to the Court at [bxforeclosureconferences@nycourts.gov](mailto:bxforeclosureconferences@nycourts.gov)

**Please coordinate with the other parties so that only one form is submitted.**