

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 alleges that it 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