

**COURT OF COMMON PLEAS OF MONROE COUNTY  
FORTY-THIRD JUDICIAL DISTRICT  
COMMONWEALTH OF PENNSYLVANIA**

,			<b>No.</b>
<b>v.</b>	<b>Plaintiff</b>		
,	<b>Defendant.</b>		

**CONCILIATION/CASE MANAGEMENT ORDER**

**AND NOW**, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, a complaint having been filed to foreclose upon a residential mortgage, and the Defendant(s) having opted into the Monroe County Residential Mortgage Diversion Program, **IT IS ORDERED** pursuant to Pa.R.C.P. § 212.3 and 1141 that:

1. A Conciliation/Case Management Conference is scheduled for \_\_\_\_\_, by GoToMeeting. Plaintiff and Defendant(s) are directed to provide their email address to: [gschaefer@monroepacourts.us](mailto:gschaefer@monroepacourts.us) upon receipt of this Order. Once an email is provided, an invitation to the GoToMeeting will be sent with a time of the conference. Counsel for the Plaintiff must be present and either (i) have actual authority to modify the mortgage, or to enter into an alternative payment agreement, or to offer another alternative to mortgage foreclosure, or (ii) must have a designated agent of the Plaintiff who has such authority present in person or by telephone. Following the initial conference, the conciliator may require the designated agent to be present in person at future conferences. Defendant(s) are also required to attend the Conciliation/Case Management Conference.

2. Within **THIRTY (30) DAYS FROM THE DATE OF THIS ORDER**, the Defendant(s) must submit a complete written proposal to modify their mortgage, along with supporting financial and employment information and documentation, to the Plaintiff's counsel.

**FAILURE TO SUBMIT A COMPLETE PROPOSAL AND SUPPORTING DOCUMENTATION TO THE PLAINTIFF WITHIN THIRTY (30) DAYS FROM THE DATE OF THIS ORDER MAY RESULT IN YOU BEING DISMISSED FROM THE RESIDENTIAL MORTGAGE FORECLOSURE DIVERSION PROGRAM.**

3. The Defendant(s) are urged to obtain help from a housing counselor or an attorney in preparing and submitting their proposal and supporting documents so that their submission is not delayed.

Although an attorney is not required, the Defendant(s) may work with an attorney of their choosing to prepare their case for conciliation. **If the Defendant(s) do not have an attorney, a list of attorneys who have agreed to provide assistance for a fee is available from the Monroe County Bar Association, (570) 424-1340, [www.monroebar.org](http://www.monroebar.org).**

Housing counselors may also assist the Defendant(s) in addressing their mortgage delinquency. **The Pennsylvania Housing Finance Agency (PHFA) maintains a list of agency-approved housing counselors providing services in Monroe County at <https://www.phfa.org/> . Their services are at no cost to you.**

The Court does not endorse any particular housing counselor or program.

Forms which may be useful in submitting a proposal for mortgage modification can be found at [www.monroepacourts.us](http://www.monroepacourts.us) under the Monroe County Residential Mortgage Foreclosure Diversion Program sub-heading.

4. **PENDING FURTHER ORDER OF COURT, ALL PROCEEDINGS ARE STAYED EXCEPT FOR SERVICE OF ORIGINAL PROCESS. DEFENDANT(S) NEED NOT FILE AN ANSWER TO THE COMPLAINT AND NO DEFAULT JUDGMENT MAY BE TAKEN OR SHERIFF'S SALE SCHEDULED OR HELD.**

5. Failure to comply with this Order may result in an order lifting the stay of proceedings and allowing the case to proceed to judicial disposition, including the taking of a default judgment or Sheriff's sale.

**BY THE COURT:**

\_\_\_\_\_

**J.**