

Jacksonville Division Mortgage Mediation Timeline

1. Debtor's Counsel determines whether debtors' income will allow them to contribute as much as 31 percent of their current gross income to payment of a modified mortgage on their primary residence.
2. Debtor files Motion for Referral to Mortgage Modification Mediation.
3. Mortgage Modification Mediation Order gets entered.
4. Within 14 days of the entry of the Mediation Order, Creditor/Creditor Representative needs to file a designation on the record of the creditor's contact for the loan modification mediation, and supply the debtor and debtor's counsel with the loan modification package.
5. Within 28 days of the entry of the Mediation Order, the debtor/debtor's counsel must coordinate a mutually convenient date, time and place working directly with the creditor's counsel and the mediator. ***If the parties cannot agree to a mediator or cannot secure a mediator within the 28 days, debtor or Debtor's counsel must, or creditor's counsel may request the Court to appoint a mediator by submitting a written request to the Court.***
6. Within 28 days of the entry of the Mediation Order, the debtors must provide the most current (within 30 days) financial information to Counsel for the creditor. ***A list of the required documentation is recited in the Mediation Order.***
7. Within 7 days of the scheduling of the mediation, a Notice of Scheduling Mediation shall be filed with the Court. ***It is unclear whose responsibility this is, but it makes sense that the Debtor's Counsel would file it because they are of record and they have initiated the process.***
8. At least 21 days prior to the scheduled mediation, Creditor's counsel must provide debtor's counsel and the mediator with a Certificate Of Settlement Authority that identifies the creditor's representatives who will appear at the mediation and their contact information.

9. At least 14 days prior to the scheduled mediation, all financial documentation provided by the Debtor must be reviewed and notice of any additional documentation must be provided to the debtor by the Creditor.
 - a. Debtor must provide all reasonably requested additional financial documentation within 72 hours of the notification.
 - b. All documentation must be submitted to Creditor's underwriting department at least 10 days prior to mediation.
10. Within 60 days of the entry of the Mediation Order, all parties concerned must attend mediation.
11. Within 90 days of the entry of the Mediation Order, the mediation must be completed, unless agreed otherwise by the parties.
12. Within 7 days of the conclusion of the mediation, the mediator must file a written report indicating whether an agreement on a mortgage modification was reached.