

# Outagamie County Mediation Request Form

Within 30 days from the date you received the foreclosure Summons, complete this Request Form and return it to the **Winnebago Conflict Resolution Center, Inc.** by:

**Mail:** Winnebago Conflict Resolution Center, Inc.  
Winnebago County Courthouse  
415 Jackson Street, Oshkosh, WI 54901  
**Phone:** (920) 236-4925      **Fax:** (920) 236-1076  
**Email:** [apply@mediationwrc.org](mailto:apply@mediationwrc.org)  
**Online:** [www.mediationwrc.org](http://www.mediationwrc.org)



Name of all Homeowner(s) (who has title):	
Name of all Borrower(s) (who signed the loan):	
Full property address (Street/City/State/ZIP):	
Mailing address (if different):	
Number of units you own at property location:	
Email address:	
We prefer to use e-mail as our main way to contact you. Is that acceptable? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Home Phone:	Work Phone:
Cell Phone:	Alternate Phone:
Best phone to reach you during the day? <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell <input type="checkbox"/> Alternate	
Name of Lender/Plaintiff in your case:	
Name of Servicer (you make your mortgage payment to them):	
Name of County where this home is located:	
Case Number (located on your Summons):    20      CV	
Date you received the Summons and Complaint:	
Is this property your primary residence? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you own the property? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Did you sign the Mortgage Note? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you started a bankruptcy that is still ongoing? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does an attorney represent you for your foreclosure? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, name & email address:	
Have you met with a housing counselor? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, with whom have you met?	
If English is not your primary language, will you bring an interpreter to the mediation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you received a prior loan modification for this property? <input type="checkbox"/> Yes <input type="checkbox"/> No	

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How did you hear about the Outagamie County Foreclosure Mediation Program?

- Colored forms attached to summons (pink, yellow or green)
- Website (which one):
- Housing Counselor (Name):
- Radio announcement (which one):
- Hotline (which one):
- Other (please explain):

**Authorization for Research and Evaluation.** The Outagamie County Foreclosure Mediation Program is operated by the Winnebago Conflict Resolution Center, Inc. OCFMP will share your contact or financial information only with program partners, such as your HUD certified housing counselor, your attorney, or your lender's representatives. We also compile anonymous aggregate case file or results information for the purpose of evaluating our services, gathering valuable research information, designing future programs and engaging in academic research, analysis and publication. I consent to the use of my information for these purposes. I also authorize my servicer to disclose all information and supply any documents that relate to the loan which is described in this Request.

I also certify that I am the owner of the property that is subject to this foreclosure action.

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

**PLEASE NOTE: You are not "in mediation" until you have completed all three steps below. Once you have fully completed all three steps, you will be considered "in mediation."**

**Step 1:**

Within 30 days from the date you received the foreclosure Summons, complete the attached Request form and return it to the Winnebago Conflict Resolution Center, Inc.:

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**You have Completed Step 1.** If you are deemed eligible for mediation, you will receive the name of your housing counselor within two (2) business days.

**Step 2:**

Call and meet with your assigned housing counselor and help them put together a complete financial package. Promptly collect and deliver to them all of the items they request. This step is critical. This should be done within two (2) weeks or sooner.

**Step 3:**

Pay to the Winnebago Conflict Resolution Center the application fee of \$150 by check, money order, or go online to make a credit card payment at [www.mediationwrcr.org](http://www.mediationwrcr.org).

