

# Waupaca 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@mediationwrcr.org](mailto:apply@mediationwrcr.org)  
**Online:** [www.mediationwrcr.org](http://www.mediationwrcr.org)



Name of all Homeowner(s) (who has title):

Name of all Borrowers(s) (who signed the loan):

Full Property Address: Street:  City:  Zip:

Mailing Address (if different): Street:  City:  Zip:

Number of units you own at property location:

E-mail address:

We prefer to use e-mail as our main way to contact you. Is that acceptable?  Yes  No

Home Phone:  Work Phone:

Cell Phone:  Alternate Phone:

Best phone to reach you during the day?  Home  Work  Cell  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?  Yes  No

Do you own the property?  Yes  No

Did you sign the Mortgage Note?  Yes  No

Have you started a bankruptcy that is still ongoing?  Yes  No

Does an attorney represent you for your foreclosure?  Yes  No

If yes, attorney's name:  Attorney's e-mail address:

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Have you met with a housing counselor?  Yes  No If yes, with whom have you met?

If English is not your primary language, will you bring an interpreter to the mediation?  Yes  No

Have you received a prior loan modification for this property?  Yes  No

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

- Colored forms attached to the 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 Waupaca County Foreclosure Mediation Program is operated by the Winnebago Conflict Resolution Center, Inc. WCFMP 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."**

<p><b>Step 1:</b></p> <p>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.:</p> <p><b>Mail:</b> Winnebago Conflict Resolution Center, Inc. Winnebago County Courthouse 415 Jackson Street, Oshkosh, WI 54901</p> <p><b>Phone:</b> (920) 236-4925 <b>Fax:</b> (920) 236-1076</p> <p><b>Email:</b> <a href="mailto:apply@mediationwrcr.org">apply@mediationwrcr.org</a></p> <p><b>Online:</b> <a href="http://www.mediationwrcr.org">www.mediationwrcr.org</a></p> <p><b>You have Completed Step 1.</b> If you are deemed eligible for mediation, you will receive the name of your housing counselor within two (2) business days.</p>	<p><b>Step 2:</b></p> <p>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.</p>	<p><b>Step 3:</b></p> <p>Pay to the Winnebago Conflict Resolution Center, Inc. the application fee of \$150 by check, money order and mail to:</p> <p>Winnebago Conflict Resolution Center, Inc. Winnebago County Courthouse 415 Jackson Street Oshkosh, WI 54901</p>
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