

1 In preparation for the telephone conference, Plaintiff shall do the following:

2 (1) Review relevant loan documents and investigate the claims to determine
3 whether they have merit.

4 (2) If Plaintiff is seeking a loan modification to resolve all or some of the claims,
5 Plaintiff shall prepare a current, accurate financial statement and gather all of the
6 information and documents customarily needed to support a loan modification request.
7 Further, Plaintiff shall immediately notify Defendants' counsel of the request for a loan
8 modification.

9 (3) Provide counsel for Defendants with information necessary to evaluate the
10 prospects for loan modification, in the form of a financial statement, worksheet or
11 application customarily used by financial institutions.

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13 In preparation for the telephone conference, counsel for Defendants shall do the
14 following:

15 (1) If Defendants are unable or unwilling to do a loan modification after receiving
16 notice of Plaintiff's request, counsel for Defendants shall promptly notify Plaintiff to that
17 effect.

18 (2) Arrange for a representative of each Defendant with full settlement authority to
19 participate in the telephone conference.

20 The ADR Unit will notify the parties of the date and time the telephone conference
21 will be held. After the telephone conference, the ADR Unit will advise the Court of its
22 recommendation for further ADR proceedings.

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1 For additional guidance, Plaintiff may refer to the Court's Pro Se Handbook,
2 available on the Court's website at <http://www.cand.uscourts.gov/prosehandbook>, or
3 contact the Legal Help Center, which provides information and limited-scope legal advice
4 to pro se litigants in civil cases. The Legal Help Center requires an appointment, which can
5 be made by calling (415) 782-9000 x8657.

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7 IT IS SO ORDERED.

8 Date: October 25, 2012

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11 Nathanael M. Cousins
12 United States Magistrate Judge
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