

1	(1)	Review relevant loan documents and investigate the claims to determine whether they have merit.
2 3	(2)	Plaintiff shall prepare a current, accurate financial statement and gather all of the information and documents customarily needed to support a loan modification request. Further, Plaintiff shall immediately notify Defendant's counsel of the request for a loan modification.
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8	In preparation	for the telephone conference, counsel for Defendant shall do the following.
9 10	(1)	If Defendant is unable or unwilling to do a loan modification after receiving notice of Plaintiff's request, counsel for Defendant shall promptly notify Plaintiff to that effect.
11	(2)	Arrange for a representative of each Defendant with full settlement authority
12		to participate in the telephone conference.
13	The ADR Unit will notify the parties of the date and time the telephone conference will be	
14	held. After the telephone conference, the ADR Unit will advise the court of its recommendation for	
15	further ADR proceedings.	
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17	IT IS SO ORDERED.	
18 19	Dated: April 15, 201	S OPDERED 3
20	Dated. April 13, 201	
21		DONNA M. R. Magistrate Judge
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23		FERN DISTRICT OF CEN
24		SISTRICT
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