

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
MULTI-DOOR DISPUTE RESOLUTION DIVISION**

**CONFIDENTIAL SETTLEMENT STATEMENT  
RESIDENTIAL FORECLOSURE CASES**

Parties in cases involving foreclosure of a residential mortgage or deed of trust are required to file this Confidential Settlement Statement (CSS) with the Multi-Door Dispute Resolution Division (202-879-1557). **This statement is for the use of the mediator—confidential information submitted in this statement will not be shared with any other party except with the express permission of the party who submitted it.** The statement must be filed no later than fourteen days prior to the scheduled mediation session. *Parties and counsel are cautioned that sanctions may be imposed on those who do not file the CSS by the due date.*

You may submit the form in one of three ways: e-mail, regular mail, or hand-delivery. To submit the form by e-mail, send it to: [CivilCSS@dcsc.gov](mailto:CivilCSS@dcsc.gov). The form should be titled by the case number. Do not send any other information or inquiries to this e-mail address. It is used only to receive completed CSS forms.

The form may be mailed or delivered to:  
Multi-Door Dispute Resolution Division  
410 E Street, NW, Suite 2900  
Washington, D.C. 20001

Hand-delivery must occur between the hours of 8:30 am and 5:00 pm. *There is no after-hours filing box for CSS forms.* Do not deliver CSS forms to the Civil Division or any after-hours filing box in the courthouse. Proper filing with the Multi-Door Division will ensure that the CSS remains confidential and is not filed in the Court's case jacket or shown to anyone other than the mediator assigned to the case. **Do not serve or send a copy of the statement to opposing counsel or the opposing party.**

Please be candid in your responses; this information is important to the mediation process. Responses need not be confined within the spaces provided. You are encouraged to attach additional pages or expand as much as needed.

If the case has been settled and you therefore are not submitting a CSS form, a settlement praecipe must be filed in the Civil Clerk's Office and a copy sent to the Multi-Door Dispute Resolution Division.

Thank you.

**RESIDENTIAL FORECLOSURE**

**CONFIDENTIAL SETTLEMENT STATEMENT**

**Multi-Door Dispute Resolution Division**

Judge \_\_\_\_\_ Calendar # \_\_\_\_\_  
Case Number \_\_\_\_\_  
Case Caption \_\_\_\_\_

This case is scheduled for mediation on \_\_\_\_\_ at \_\_\_\_\_  
Date Time

Submitted by: \_\_\_\_\_ Check one:  
 Plaintiff  Defendant

\_\_\_\_\_  
Name of Party (if unrepresented) or Attorney (please print)

\_\_\_\_\_  
Law Firm Name (if applicable)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email address

Do any of the parties involved require an interpreter?  Yes  No  
If yes, please identify the language: \_\_\_\_\_

**For Attorneys: List below the names of all parties you represent. (Attach an additional page if necessary). The filing of one settlement statement will suffice for all of the parties that you represent in this matter, provided all of the parties are listed.**

_____ Name of Party	_____ Name of Party
_____ Name of Party	_____ Name of Party
_____ Name of Party	_____ Name of Party

**Plaintiff Only** – Please provide the following information:

1. A brief summary of the facts of this case:

2. The total amount due under the note, as of \_\_\_\_\_  
[date]

- a. Unpaid principal                   \$ \_\_\_\_\_
- b. Interest due                        \$ \_\_\_\_\_
- c. Late charges                        \$ \_\_\_\_\_
- d. Escrow                                \$ \_\_\_\_\_
- e. Other (please describe)        \$ \_\_\_\_\_
- f. Total                                    \$ \_\_\_\_\_

3. The amount the borrower(s) must pay to reinstate the loan/cure the default:  
\$ \_\_\_\_\_

4. The estimated value of the real property:  
\$ \_\_\_\_\_

Basis for the estimated value stated above:

5. Describe in detail any loss mitigation options requested by the defendant(s) and the results of plaintiff's evaluation of the requests:

6. Describe what loss mitigation options may be available to the defendant(s):

7. List and explain any particular factors the parties may need to address when assessing options to resolve this case (*e.g.* liens on the property, divorced or deceased borrowers, tenants, bankruptcy):

8. Describe any other possible resolutions of this case that the plaintiff(s) is willing to consider:

9. Describe any other matters that may assist the mediator and facilitate the mediation:

10. Identify any attorneys who will represent the plaintiff(s) at mediation and any other persons with authority who will attend mediation for the plaintiff(s):

_____	_____
Name and title	Party/entity represented
_____	_____
Name and title	Party/entity represented
_____	_____
Name and title	Party/entity represented

Please attach any documents or materials relevant to this case that may assist the mediator and advance the purposes of the mediation session.

**Defendant Only** – Please provide the following information:

1. A brief summary of the facts of this case:
  
  
  
  
  
  
  
  
  
  
2. If the defendant challenges the plaintiff's right to foreclose this property, state the nature of the challenge or defense and/or any counterclaims the defendant has against the plaintiff.

3. Defendant's goal is to:  keep the property  not keep the property

4. This property is defendant's:  primary residence  second home  
 investment

5. The property is:  owner occupied  renter occupied  vacant

6. State the estimated value of the real property: \$ \_\_\_\_\_

7. Is the property currently listed for sale?  yes  no

If yes, please provide the following information:

Has defendant received an offer on the property?  yes  no

Date of offer: \_\_\_\_\_

Amount of offer: \_\_\_\_\_

Please state whether the property is listed for sale through an agent or is for sale by owner: \_\_\_\_\_

Name, phone number, and email address of agent: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

8. Has the defendant(s) contacted a housing counseling agency for assistance?

yes  no

If yes, please provide the following information:

Counselor's name: \_\_\_\_\_

Agency: \_\_\_\_\_

Counselor's Phone number: \_\_\_\_\_

Counselor's Email: \_\_\_\_\_

Are you currently working with this counselor:  yes  no

9. Has the defendant(s) ever filed for bankruptcy?  yes  no

If yes, please provide the following information:

Type of bankruptcy:  Chapter 7  Chapter 13

Filing Date: \_\_\_\_\_

Has the bankruptcy been discharged?  yes  no

Bankruptcy court location: \_\_\_\_\_

Bankruptcy case number: \_\_\_\_\_

10. List any additional mortgages, liens or judgments on this property and include the amount:

11. Describe any circumstances that make it difficult for the defendant(s) to make the current monthly mortgage payments:

12. Describe how defendant(s) thinks this foreclosure case could be resolved:



18. Identify each person that defendant(s) expects will participate in mediation for defendant(s):

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Defendant (or person with settlement authority)

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Defendant (or person with settlement authority)

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Defendant's attorney	.	Party represented
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Defendant's attorney	.	Party represented
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Other persons attending mediation	Role/title
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Other persons attending mediation	Role/title
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Attach any documents or materials relevant to this case that may assist the mediator and advance the purposes of the mediation session.