

Judge Spence Order of Reference Checklist (updated 07/01/2021)

HEARING DATE: \_\_\_\_\_

CASE NAME & CAPTION: \_\_\_\_\_

LIS PENDENS BOOK & PAGE/FILE DATE: \_\_\_\_\_

ORDER OF REFERENCE FILED: \_\_\_\_\_

NOTICE OF HEARING MAILED: \_\_\_\_\_

FORECLOSURE INTERVENTION.COMPLIANCE DATE FILED: \_\_\_\_\_ OR 2011 \_\_ 2021 \_\_  
IF ORIGINAL INCLUDED WITH OR PACKAGE FOR FILING CHECK HERE \_\_\_\_\_

DEFENDANT(S) SERVED (LIST EACH DEFENDANT AND DATE THEY WERE SERVED)

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

ANSWER OR COUNTERCLAIM FILED? \_\_\_\_\_

AFFIDAVIT DEFAULT DATE FILED: \_\_\_\_\_ NON-MILITARY AFF. DATE FILED: \_\_\_\_\_ OR  
IF ORIGINALS INCLUDED WITH OR PACKAGE FOR FILING CHECK HERE \_\_\_\_\_

PLAINTIFF FIRM/ATTORNEY: \_\_\_\_\_ / \_\_\_\_\_

DEFENDANT FIRM/ ATTORNEY: \_\_\_\_\_ /GAL: \_\_\_\_\_ /Answer \_\_\_\_\_

BAILIFF: \_\_\_\_\_ DEPUTY: \_\_\_\_\_

COURT REPORTER: GOTO MEETING OR \_\_\_\_\_ COURT REPORTING SERVICE

DEFENDANT APPEARS SRL/RULES EXPLAINED: \_\_\_\_\_

We discuss (1) process/procedure. (2) Record/Order review (3) Loan Mod/ Short sale etc (4) 2011 Admin Order & 2020 CARES ACT (5) Sales/vacate issues (6) judicial foreclosure issues/right of occupancy (7) MIE WEBSITE RESOURCE LIST HELP (8) Plaintiff moves all pre-filed exhibits/ docs etc. into evidence and will notify MIE Office when RECORD e-filed (9) Plaintiff to send Status email on \_\_\_\_\_ or \_\_\_\_\_ (Monday the week prior to sale)

Other: \_\_\_\_\_

Deficiency Judgment Waived/Demanded/USA RIGHT OF REDEMPTION/HOA OR 2<sup>nd</sup> MTG/ Multiple Tracts

Sales Date: \_\_\_\_\_ or \_\_\_\_\_

Note/mortgage file date: \_\_\_\_\_ \$ \_\_\_\_\_

Interest Rate: \_\_\_\_\_ % Now it is \_\_\_\_\_ %

Mortgage Recorded: Book \_\_\_\_\_ Page \_\_\_\_\_

Judgment Debt: \_\$ \_\_\_\_\_

**DOCUMENTS NEEDED TO PROCESS CASE: / NONE NEEDED-READY TO GO!**

- (1) FIC Proof
- (2) Notice of hearing
- (3) Note, Mortgage, Assignment, Property Description
- (4) AOD \_\_\_\_\_ Business Record \_\_\_\_\_
- (5) Attorney fee Note Language and Attorney Fee Affidavit : \_\_\_\_\_
- (6) Other: \_\_\_\_\_