

## Delaware Mediation Participation Timeline:



All of the events listed above are important!

There may be certain dates by which you have to submit these things.

### YOUR CHECKLIST:

- Contact a HUD-approved housing counselor- Counselor's Name: \_\_\_\_\_  
Agency: \_\_\_\_\_; Telephone No./Email: \_\_\_\_\_
- Your Mediation has been scheduled for \_\_\_\_\_ at \_\_\_\_\_ am/pm  
Location: \_\_\_\_\_
- Respond to the Complaint By: \_\_\_\_\_
- Complete Certificate of Participation Form By: \_\_\_\_\_ (30 days after you are served)
- Complete the Foreclosure Intervention Counseling Client's Checklist By: \_\_\_\_\_
- Complete the Universal Intake Form By: \_\_\_\_\_
- Submit your Pre-Mediation Documents By: \_\_\_\_\_ (14 days before Mediation)
- Appear in person at your mediation conference with all your documents and be sure to check in