

COURT OF COMMON PLEAS - GEAUGA COUNTY, OHIO

FORECLOSURE ACTIONS

- You are being served with a *Summons and Foreclosure Complaint*.
- This action may affect the ownership of your real property.
- To avoid having a judgment by default taken against you, you must e-file with the Clerk of Courts your Answer or Motion for Extension of Time to Answer or Otherwise Plead within twenty-eight (28) days of your receipt of the Summons and Foreclosure Complaint, as specified on the *Summons*.
- Please see the Clerk of Courts' website for e-filing instructions:
<https://courts.geauga.oh.gov/clerk-of-courts/efiling-tutorials/>
- If you have questions about your rights and responsibilities, these proceedings or need legal assistance, it is suggested that you seek legal counsel by contacting an attorney or the Legal Aid Society (888-808-2800) as soon as possible.

FORECLOSURE MEDIATION

- Foreclosure Mediation is a free, voluntary and confidential process in which the Mediator, a neutral individual appointed by the Court, assists the parties in meeting, discussing, communication and negotiating to attempt to reach an agreement regarding the dispute which may allow the property owner to remain in the property on terms agreed to by the parties.
- Within twenty-one (21) days of your receipt of the Summons on Complaint, you may request mediation for your case by doing the following:
 - Completing and eFiling a *Request for Mediation*. The form can be found on the Court's website:
<https://courts.geauga.oh.gov/general-division/mediation/>
 - Hand delivering, emailing or mailing the *Debtor's Questionnaire and Estimated Monthly Income/Expenses Worksheet* to the Court's Mediation Department.
(note that these two documents contain personal information, and should NOT be e-filed)

Geauga County Common Pleas Court
Attn. Mediation Dept.
100 Short Court Street
Chardon, OH 44024
mediation@geaugacourts.org

- The Mediator will not give legal advice to the parties. It is suggested, but not required, that you seek legal counsel to represent you and provide legal advice.
- You will receive written confirmation that your case has been accepted for Mediation or returned to the active docket of the Court.

If you have any questions regarding the Mediation process, please contact the Court's Mediation Coordinator at **440-279-1996**.

If you need assistance in obtaining or e-filing the Mediation documents, please contact the Clerk of Courts at 440-279-1960.