

- 1) County (repeat on line 2 of caption)
- 2) Circuit or Superior Court
- 3) Cause No.
- 4) Name(s) of Plaintiff(s)
- 5) Name(s) of Defendant(s) (repeat on lines 1 and 18 of motion)
- 6) Date of settlement conference
- 7) Time of settlement conference
- 8) Name of housing counseling agency
- 9) IF APPOINTMENT ALREADY OBTAINED –
  - a. Name of housing counseling agency
  - b. Date of appointment
  - c. Time of appointment
- 10) IF NO APPOINTMENT OBTAINED –
  - a. Name of housing counseling agency
  - b. Date Defendant contacted agency
- 11) Name and address of Plaintiff(s) attorney
- 12) Today's date