**Default Services Associate**

**(Uncontested)**

 Default Services Associates is responsible for representing Lenders/Servicers in foreclosure and foreclosure related actions from file referral to post-sale.

**Primary Responsibilities**

Keep cases on track with organized files; monitoring calendars, meeting deadlines, documenting actions, researching caselaw, inputting information in the case management system, confirming case status with support staff and communicating with clients.

* Review of title search, tax search, mortgage, note, assignments, legal description, survey (if applicable), demand letter and any relevant pre-foreclosure notices.
* Review the Law Firm's Fair Debt letters to borrowers/mortgagors, Summons, Complaint, Notice of Pendency, Certificate of Merit, Statement of Review, Service Affidavits, Request for Judicial Intervention, Affidavits of Merit/Affidavits of Indebtedness
* Draft motions related to uncontested file process including:
* Motion to Amend
* Motion to Publish
* Motion to Extend time to Serve
* Motion to Extend time to conduct sale
* Nunc Pro Tunc motions
* Sub Ref motions
* Review and approve Order of Reference, Judgment Packages and associated Affidavit(s)
* Review and approve Referee documents
* Review and approve Notices of Sale.
* Communicate with Lenders/Servicers regarding legal issues on Foreclosure related matters
* Provide legal oversight and support to staff and paralegals for the New York foreclosure process.
* Conduct presale title review to clear file for sale
* Review Foreclosure Sales Packages
* Review Title and Title Related documents for Deeds in Lieu of Foreclosure.
* Communicate with Client and borrowers to resolve DIL issues.
* Represent Lenders/Servicers at Foreclosure Mediations each month
* Review loss mitigation documents and loan activity, address borrower/opposing counsel's concerns, and resolve mediations in a timely manner.
* Review of post-sale documents
* Communicate with Lenders' assigned representative and provide timely updates to both internally and externally.
* Attend Court hearings and settlement conferences within 120 miles of office location as needed for foreclosure
* Review and approve Payoff/Reinstatement figures and quotes
* Review and approve Chronologies

**Other Essential Job Duties**

This position would require occasional travel in order to provide excellent legal service for firm clients.