Prove-Up Checklist

Case Name: _____

Case No.: _____

Default Date: _____

Defendant(s) in Default: _____

1. ____ Proof of Service of Complaint

2. ____ Proof of Notice of Prove-up Date

3. ____ Complaint with exhibits

    a. Damages Affidavit or Verification

    b. List Damages Amount from Complaint: $_____

4. ____ Contract (if applicable)

5. ____ Affidavit that no Answer/Appearance filed
   (dated no earlier than 10 days before the present date)

6. ____ Affidavit of Non-Military Service (for individuals only)

7. ____ Affidavit of Costs (if requested)

    a. List Amount of Costs: $_____

8. ____ Affidavit for Attorneys' Fees (if requested)

    a. ____ Attorneys' Fees spreadsheet detailing attorney performance

    b. _____List Contract provision or Statute allowing Attorneys' Fees

    c. List Attorneys' Fees Amount: $_____

9. Interest calculation, if requesting interest $_____

10. ____ Draft Judgment Order

11. Total Judgment Amount: $_____