

CHECKLIST FOR DEFAULT MOTIONS

CASE NAME: _____

CASE NO.: _____

HEARING DATE: _____

- _____ Copies delivered to chambers at least 5 court days before they want order entered.

- _____ Original notice of motion and original motion

- _____ Face of Summons

- _____ Return of summons

- _____ Attorney certificate indicating that court file and computer have been checked for defendant's appearance or answer. (File and computer must be checked within 10 business days prior to date of hearing.)

- _____ Affidavit of military service when defaulting an individual

- _____ Default order

- _____ Unliquidated damages: the order shall set the matter for prove-up of damages in Courtroom 2207. The Court will select the date for prove-up.

- _____ Liquidated damages: the order shall enter the default and award a judgment. The following documentation is required:
 - _____ (1) a copy of the verified complaint with exhibits, or an affidavit by the moving party establishing the judgment amount;

 - _____ (2) an affidavit detailing the costs of suit; and

 - _____ (3) an affidavit for attorneys' fees, if applicable (See Motion Court Rules 4.2(e)(2)) (Statutory or Contract)

READY TO BE ENTERED? YES NO