

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: \$ _____