

DEFAULT CHECKLIST

1. **Notice of Motion** for Default/Judgment which has been served upon party to be defaulted
2. **Motion** to Default/Judgment
3. Copy of **Return of Service** of Summons
4. **Military Affidavit** as to any individual
5. **Affidavit as to Calculations of Damages** (original amount of indebtedness, accrued interest, finance or service charges, attorney's fees)
6. **Copy of Complaint.** Proof of verifications or affidavit from plaintiff
7. **Certificate form from the Clerk of the Court** stating that the electronic docket has been checked for service
8. **Judgment Order** stating names of those in default and amount claimed.