

CHECKLIST FOR DEFAULT MOTIONS

CASE NAME: _____

CASE NO.: _____ HEARING DATE: _____

_____ Copies delivered to chambers at least 5 court days before prove-up or default hearing

_____ 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 or form CCL 0517. (File and computer must be checked within 10 business days prior to date of hearing.)

_____ Affidavit of military service when defaulting an individual (Clerk Form CCG 004 and status report print out from the Department of Defense Service Member Database pursuant to the Service Members Civil Relief Act)

_____ (1) A copy of the complaint with exhibits and an affidavit by the moving party establishing the judgment amount, or (2) a verified complaint

_____ An affidavit detailing the costs of suit, if applicable

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

_____ Proposed judgment order:

_____ **UNLIQUIDATED DAMAGES:** the order shall reflect the default being entered and the case being set for prove-up of damages in Courtroom 1904. The Court will select the date for prove-up.

_____ **LIQUIDATED DAMAGES:** the order shall reflect the following:
_____ (1) the reason for default;
_____ (2) the judgment amounts for specific items of recovery (e.g. attorneys' fees and costs, with supporting documents as required above); and,
_____ (3) a statement that a copy of the order will be sent to defendant(s) by the close of business on the date of entry.

READY TO BE ENTERED? (_____, 20__) YES NO