

CASE NUMBER: _____ **JUDGE NANCY MARGARET RUSSO**

_____ **vs.** _____

The Court is in receipt of Plaintiff's motion for Default Judgment. Defendant has failed to answer.

Default hearing is scheduled for _____ at _____ in Courtroom 18-C.

For all default hearings, the Plaintiff's attorney is required to file the following with the Clerk no less than 7 days before the scheduled hearing date:

1. Affidavit of service or proof of service to the Defendant(s) of the complaint;
2. Affidavit or proof of damages;
3. Documentation of damages – bills, invoices, checks, etc.;
4. A prepared Judgment Entry containing the exact amount sought;
5. Evidence of military service status of Defendant(s) pursuant to the Servicemembers' Civil Relief Act; and

6. Proof of service to the Defendant(s), including the address to which the notice was sent, providing notification of the hearing date, time, and location, and the fact that there may be a judgment rendered against Defendant(s).

Plaintiff is required to provide proof at the time of hearing that the address where Defendant(s) has been served is a valid address.

Failure to comply will result in a denial of the motion and dismissal without prejudice.

NANCY MARGARET RUSSO, JUDGE