

**CASE NUMBER:** \_\_\_\_\_ **JUDGE NANCY MARGARET RUSSO**

\_\_\_\_\_ **vs.** \_\_\_\_\_

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.

Plaintiff's attorney is required to present the following:

1. Proof of service, i.e., certified copy of docket showing proof of service;
2. Affidavit or proof of damages;
3. Documentation of damages – bills, invoices, checks, etc.;
4. A prepared Judgment Entry containing the exact amount sought; and
5. A copy of letter sent to Defendant providing notification of hearing and the fact that there may be a judgment rendered against Defendant.

\_\_\_\_\_  
NANCY MARGARET RUSSO, JUDGE