

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.
6. Evidence of military service status of Defendant pursuant to the Servicemembers' Civil Relief Act.

NANCY MARGARET RUSSO, JUDGE