

**SUPERIOR COURT OF CALIFORNIA COUNTY OF EL DORADO**

- ☐ 2850 Fairlane Court, Suite 120, Placerville, CA 95667
- ☐ 495 Main Street, Placerville, CA 95667
- ☐ 1354 Johnson Blvd., South Lake Tahoe, CA 96150
- ☐ 295 Fair Lane, Placerville, CA 95667
- ☐ 2927 Meder Road, Cameron Park, CA 95682

**TITLE OF CASE:****CASE NUMBER****DEFAULT JUDGMENT CHECKLIST**

Date: \_\_\_\_\_ To: \_\_\_\_\_

Pursuant to California Rules of Court, Rule 3.1800 (CRC) and El Dorado Superior Court Local Rule 7.10.07B, the following documentation is required before a default judgment will be entered:

- ☐ **Proof of Service.** Need original proof of service filed before default can be entered.
- ☐ **Request for Entry of Default/Entry of Judgment.** (Judicial Council Form CIV-100).
- ☐ **Plaintiff's Evidentiary Declaration.** A declaration from the plaintiff or an employee of the plaintiff, other than the plaintiff's attorney, is required substantiating the amount of the debt owed.
- ☐ **Assignment.** If the plaintiff is a collection agency, the assignment of the debt from the creditor to the collection agency and defendant's original bill from the assigning creditor must be provided.
- ☐ **Statement re: Interest Calculation.** A statement showing how the interest was calculated, including starting date, rate of interest and the number of days of computation.
- ☐ **Dismissal.** A dismissal of all parties against whom judgment is not sought or an application for separate judgment against specified parties under CCP§579, supported by a showing of grounds for each judgment.
- ☐ **Case Summary (Court Judgments Only).** Except in unlawful detainer cases, a brief summary of the case identifying the parties and the nature of plaintiff's claim. (CRC 3.1800(a)(1)).
- ☐ **Proposed Form of Judgment.** (Judicial Council Form JUD-100).
- ☐ **Date of Demand.** If the complaint is on a common count, a date of demand must be alleged in order for the interest to begin accruing.
- ☐ **Original contract or Promissory Note.** If the action is on a written contract or promissory note, the original contract or note must be provided to the court (CRC 3.1806).
- ☐ **Attorney Fees.** Pursuant to CRC 3.1800(b) and El Dorado Superior Court Local Rule 7.10.07B, should be \_\_\_\_\_.

**Please resubmit with the requested items and a self-addressed stamped return envelope.**

OTHER: \_\_\_\_\_

\_\_\_\_\_  
DEPUTY CLERK