

SUPERIOR COURT OF THE STATE OF CALIFORNIA
COUNTY OF EL DORADO

3321 Cameron Park Dr.
Cameron Park, CA 95682
(530) 621-5867

1354 Johnson Blvd.
S. Lake Tahoe, CA 96150
(530) 573-3075

DEFAULT JUDGMENT CHECKLIST

Date: _____ Case No. _____

To: _____ Case Name: _____

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. Thirty days must have elapsed between the time service is complete and request for entry of default.
- 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. The amount should match the amount shown in the proposed judgment. [Local Rule 7.10.07B.]
- 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 and rate of interest. The amount must match item 2c on Form CIV-100.
- 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 [Judicial Council Form PLD-C-001(2) paragraph CC-2]; therefore, a waiver of interest accrued prior to the filing of the complaint is required.
- 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].
- Exhibits.** Any other exhibits required by the Court in an individual case.
- Attorney Fees.** Pursuant to CRC 3.1800(b) and El Dorado Superior Court Local Rule 7.10.07C, the attorney fees in this default matter should be _____. If the fees in excess of the Default schedule are requested, please file a motion on the Law and Motion Calendar with a Declaration supporting the fee requested.

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

OTHER: _____

Deputy Clerk