

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.
- 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