

## CHECKLIST FOR ENTRY OF FINAL JUDGMENT

\* This form is intended to be a guide only and not a substitute for compliance with all applicable Rules. Hearing required if there is any opposition. This includes both sides represented by counsel; an answer; denial at Pretrial Conference; participation in discovery; participation in mediation; and/or a formal response.

Date motion filed

Date default entered and why

**Sufficient Motion required.** *Proposed orders submitted without a motion will be rejected. One paragraph motions will likewise be rejected.*

A concise statement of the precise relief requested

A statement of the legal basis for the request

Authority (rule or statute) that allows for the relief requested

If requesting attorney fees, identify statute or contract provision that supports award

Itemized damages, whether liquidated or not. *Damages must be proven even in the event of default.*

**Exhibits identified in motion and attached or filed contemporaneously with motion.**

Separate filing required- *Motions that generally state "all affidavits required are filed in the court file," will be rejected.*

Contract claims shall attach contract including assignment if Plaintiff differs from original party to the contract

Affidavit of indebtedness

Affidavit of Non-Military Service

Affidavit of Costs

Affidavit of Interest Calculation

**If requesting attorney fees**

Affidavit of fees

Affidavit of reasonableness (independent expert citing *Rowe* factors)