

Request for Entry of Default Judgment

Overview

- ◆ A Request for Entry of Default Judgment may be filed by a plaintiff who wishes the Court to enter a Default Judgment.
- ◆ Default Judgments may be entered by the Clerk or a Judge if certain criteria have been met. The plaintiff must e-file a [Request for Entry of Default](#) previous to e-filing a Request for Entry of Default Judgment.
- ◆ It is **not** necessary to wait for the Court to enter an Entry of Default before filing the Request for Entry of Default Judgment (the Request for Entry of Default and Request for Entry of Default Judgment may be e-filed one after the other).

Required documents

The following documents are required to be associated and attached to this docket entry and should be saved AS SEPARATE FILES in PDF format:

1. Request for Entry of Default Judgment;
2. Certificate of Service;
3. Proposed Judgment by Default (download this form in: [Microsoft Word](#) or [WordPerfect](#) format)

Preparing the proposed entry of default judgment

- ◆ The plaintiff shall prepare a proposed Judgment by Default using the form on the Court's website (download this form in: [Microsoft Word](#) or [WordPerfect](#) format).
- ◆ The proposed Judgment by Default must be for a sum certain (the amount asked for in the complaint plus costs). If such additional monies are requested (i.e. interest, attorney fees, pre-judgment interest or expenses), a [Motion for Default Judgment](#) should be filed instead of a Request for Entry of Default Judgment.

E-filing the request for entry of default judgment

Step	Action
1	<p>Access and log into CM/ECF</p> <ul style="list-style-type: none">◆ [Adversary]◆ [Motions]◆ Enter Case #◆ Select [Request for Entry of Default Judgment]◆ Verify case name & number is correct◆ Select the party◆ Click [Browse] to associate the PDF of the Request for Entry of Default Judgment, then click the "Yes" button

Step	Action
2	Add the two attachments: <ul style="list-style-type: none"> ◆ Click [Browse] and select the Certificate of Service for this pleading. In the Description field type "Certificate of Service". Click [Add to List]. ◆ Click [Browse] and select the proposed Judgment by Default. In the Description field type "proposed Judgment by Default". Click [Add to List]. Click [Next].
3	Do NOT check the box next to "Refer to Existing Event(s)?"
4	The Final Docket Text screen displays. <ul style="list-style-type: none"> ◆ Proof this screen carefully! No further editing is allowed after this screen. If the docket text is correct, click [Next] to submit. ◆ If any part of the docket text is incorrect, click the browser [Back] button to return to the screen you need to correct. Then process the screens again with the respective [Next] or [Submit] buttons. ◆ NOTE: To abort or restart the transaction at any time up until the final docket text screen, click the Adversary hyperlink on the Menu Bar.
5	The Notice of Electronic Filing screen displays. <ul style="list-style-type: none"> ◆ Print a copy of this notice by clicking the browser [Print] button. ◆ NOTE: You must enter your PACER login and password to view any documents or reports or perform any queries.

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