**Prove-Up Checklist**

**Case Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Case No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Default Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Defendant(s) in Default: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 1. \_\_\_\_ Proof of Service of Complaint

2. \_\_\_\_ Proof of Notice of Prove-up Date

 3. \_\_\_\_ Complaint with exhibits

 a. Damages Affidavit or Verification

 b. List Damages Amount from Complaint: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 4. \_\_\_\_ Contract (if applicable)

5. \_\_\_\_ Affidavit that no Answer/Appearance filed

 (dated no earlier than 10 days before the present date)

 6. \_\_\_\_ Affidavit of Non-Military Service (for individuals only)

7. \_\_\_\_ Affidavit of Costs (if requested)

 a. List Amount of Costs: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. \_\_\_\_ Affidavit for Attorneys’ Fees (if requested)

 a. \_\_\_\_ Attorneys’ Fees spreadsheet detailing attorney performance

 b. \_\_\_\_\_\_\_\_\_\_List Contract provision or Statute allowing Attorneys’ Fees

 c. List Attorneys’ Fees Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Interest calculation, if requesting interest $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. \_\_\_\_ Draft Judgment Order

11. Total Judgment Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_