**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: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_