Request a Default Judgment by Court

A defendant has 30 days from the date he or she is personally served with your summons and complaint to file a written response, or 40 if you served them by substituted service. (California Code of Civil Procedure (CCP) § 412.20(a) (3) (http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=CCP&sectionNum=412.20.)).

This is not an automatic cutoff. The court will still accept a response from the defendant after 30 days, until you file a *Request for Entry of Default*. Once the clerk enters a default in the court record, the defendant is no longer able to file a response or otherwise participate in the case.

Templates and Forms

- Request for Entry of Default (CIV-100) (https://www.courts.ca.gov/documents/civ100.pdf)
- Judgment of Default by Court (CV/E-122) Sacramento Cases Only (https://www.saccourt.ca.gov/forms/docs/cv-122.pdf)
- Judgment (JUD-100) Non-Sacramento Cases Only (https://www.courts.ca.gov/documents/jud100.pdf)
- Request for Dismissal (CIV-110) (https://www.courts.ca.gov/documents/civ110.pdf)
- Declaration re: Accrual of Interest (MC-030) (https://www.courts.ca.gov/documents/mc030.pdf)
- Declaration in Support of Request for Default by Court – DOCX (https://saclaw.org/wp-content/uploads/2026/02/sbs-request-a-default-judgment-by-court-declaration.docx)
- Statement of Damages (CIV-050) (https://www.courts.ca.gov/documents/civ050.pdf)

The plaintiff can also request a judgment entered in his or her favor, at the same time as the default, or later. This is known as requesting a default judgment.

The clerk can grant a default judgment in some breach of contract cases. We have a separate guide for that; (https://saclaw.org/resource_library/request-a-default-judgment-by-clerk-2/) it is simpler. In other cases it must be done by the judge ("default judgment by court").

Clerk

| Is it a breach of contract case? | NO → | Use Default Judgment by Court |

YES ↓

| Is the amount due clearly stated in the complaint? | NO → |

YES ↓

| Use Default Judgment by Clerk unless there is some other twist |
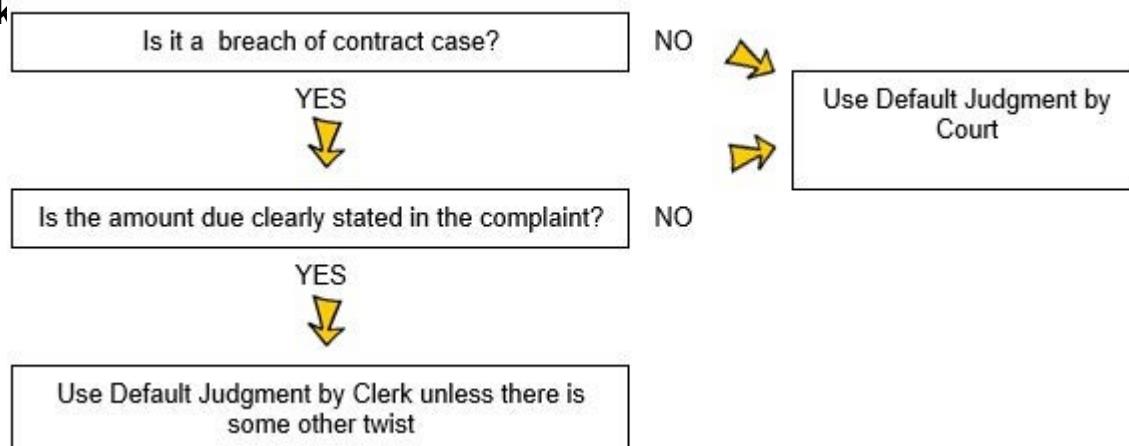
Step-by-Step Instructions

(1) **Make sure defendant has actually missed their deadline**

Deadline:

- Personal service—30 calendar days from service
- Substituted service – 40 calendar days from follow-up mailing (longer if outside California)

The defendant has 30 days from the date of personal service to file his or her response. If the defendant was served by substituted service, service is considered complete on the 10th day after the follow-up mailing required to complete substituted service (CCP § 415.20(a) (https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=CCP&sectionNum=415.20.)), so, as a practical matter, the default cannot be taken until more than 40 days have passed after this mailing.

If the last day is a weekend or holiday, the deadline extends until the next business day. The first day you can file your Request for Default is the 31st (or 41st) day.

Declaration of Venue and Statements of Damages: As discussed above, you must also have served the Declaration of Venue, Statement of Damages, and/or Punitive Damages Statement, as needed, and waited an additional 30 (or 40) days unless it was served with the Summons and Complaint.

---

2 **Choose entry of default only, or entry of default and court judgment**

Obtaining a default judgment involves two steps: the request for entry of default and the request for entry of court judgment. You can request both at the same time, or you can take these steps at different times.

Entry of Default only: If you want to cut off the defendant from responding as soon as possible, but you need additional time to get all the paperwork ready for the judgment, file the Request for Entry of Default (CIV-100) now and the request for judgment later. Here are the steps:

- Fill out Request for Entry of Default (CIV-100) and sign it. A sample filled-in form with instructions is available in the Forms section of this guide.
- Make three copies.
- Have *someone else* (a person over 18 who is not a party to the case) serve (mail) one copy to the defendant. On the rest of the copies, have the server fill out and sign Item 6 on page 2 ("Declaration of Mailing").
- File the original and both copies with the Clerk.
- Complete the rest of this guide when you are ready to request the judgment. Your deadline is within 45 days after entry of default, unless you ask the court for an extension.

Entry of Default and Court Judgment: If you have all the paperwork you need to request the judgment as well, you can request it at the same time as the entry of default, on the same form. The additional paperwork is fairly simple.

Judgment only: If you have already gotten the default entered, you will just ask for the judgment.

For the rest of this guide, we will assume you are filing both steps simultaneously.

3 **Complete the necessary forms**

The Judicial Council and local Sacramento County forms commonly used in this procedure are:

- Request for Entry of Default (CIV-100)
- Judgment by Default by Court (CV/E-122) (If you are not in Sacramento County, use Judgment (JUD-100) or your local form)
- Request for Dismissal (CIV-110), if dismissing other parties (see Step 4)
- Declaration re: Accrual of Interest (MC-030), if claiming pre-judgment interest (see Step 5)

In addition, you will need to write a *Declaration in Support of Application for Default Judgment*. There is no Judicial Council form for this declaration. Instead, it must be typed on 28-line pleading paper. A customizable template may be downloaded from this link:

- Declaration In Support of Application for Default Judgment Pursuant to CCP § 585(d) (see Step 7)

Fillable forms and templates for all of these are linked at the top of this Guide. Sample filled-in forms with instructions are available at the end of this Guide.

You will also need to provide:

- The original Summons if not yet filed, or a file-stamped copy if already filed
- The original Proof of Service of Summons if not yet filed, or a file-stamped copy if already filed
- Proof of Service of Declaration of Venue, Statement of Damages, and/or Reservation of Rights to Punitive Damages, if needed.

When do you need a Declaration of Venue or Statement of Damages? (https://saclaw.org/resource_library/missing-declaration-of-venue-or-statement-of-damages-requirement-can-trip-you-up/)

(4) **Dismiss any other parties (DOES)**

Before you can obtain a judgment, you must dismiss any parties other than the party(ies) in default. This usually means any DOES you included in the Complaint. If you did not name anyone other than the party(ies) in default, skip this step.

To dismiss parties, fill out Request for Dismissal (CIV-110) (https://www.courts.ca.gov/documents/civ110.pdf) . A sample filled-in form with instructions is available at the end of this Guide.

(5) **Complete your Declaration re: Accrual of Interest**

Many contracts include interest on a loan or on overdue payments in addition to the principal amount owed. To obtain any pre-judgment interest you claimed in your Complaint, you must prepare a declaration to the court showing how you calculated that amount. You may use *Declaration* (MC-030) (https://www.courts.ca.gov/documents/mc030.pdf) for this declaration. A sample is included at the end of this Guide, which you can adapt to fit your own facts and circumstances.

In breach of contract cases, pre-judgment interest will accrue at the rate of interest specified in the contract; if no rate is specified, interest will accrue at 10% per year. Civ § 3287(c) (https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=CIV&sectionNum=3287.) caps pre-judgment interest in cases against a government entity at 7% per year.

To calculate your pre-judgment interest, you must determine the daily rate of interest and multiply that by the number of days for which interest should accrue. For example, if a loan of $15,000 with a 10% interest rate was breached 200 days ago, the prejudgment interest calculation would be:

$15,000 x 10% = $1500 interest per year
$1500 ÷ 365 = $4.11 interest per day
$4.11 x 200 = $822 prejudgment interest

You may use the judgment calculator on the San Diego Court's website (https://ijcalc.sdcourt.ca.gov/) to determine the amount of interest. When using this calculator, enter the date the contract was breached in the field for "judgment date." This will calculate interest from that date to the date you run the calculation. The calculator will show you the daily interest rate, which you can use if you need to adjust your calculations.

6 **Complete Memorandum of Costs, if any**

If you have court costs that you want to recover, fill out the Memorandum of Costs portion of the Request for Entry of Judgment (CIV-100), which is item 7 on that form. If you were granted a fee waiver, you will probably not need to do this part.

If you do fill it out, it should be simple. Since the case is ending with a default, you should not have many costs to list – probably filing fees and the cost of service.

7 **Complete Your Declaration in Support of Default Judgment**

When you apply for your judgment, you must include a declaration under penalty of perjury (https://www.saclaw.org/glossary/perjury/) in support of your application. CCP § 585(d). (https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=585.&lawCode=CCP)

In the declaration, you must provide clear and concise evidence of every element in each of the causes of action in your complaint to prove to the judge why a judgment should be awarded to you. For example, if your cause of action is for negligence, you must prove:

- Element 1. That the defendant owed a duty to the plaintiff;
- Element 2. That the defendant breached that duty;
- Element 3. That you (the plaintiff) were harmed; and
- Element 4. That the defendant's negligence was a substantial factor in causing your harm.

The official *California Civil Jury Instructions* (CACI) provide plain-English explanations of the elements of almost every cause of action. Our guide on "Jury Instructions (https://www.saclaw.org/resource_library/jury-instructions/) " describes how to use jury instructions as a checklist for gathering evidence. You may also wish to consult these Law Library resources for information on how to prove the elements of various causes of action:

- **California Causes of Action** KFC 1003 .C35
  Electronic Access: On the Law Library's computers, using *VitalLaw*
- **California Elements of an Action** KFC 1003 .S7

| **Attaching Exhibits** | Exhibits for the original and other two copies should be separated by a blank piece of pleading paper with their exhibit letter or number typed |

or written at the bottom of the page.

Declaration

In your declaration, you must also prove the amount of money or other remedies you should be awarded, explaining the evidence you relied upon when determining the amount you are owed. Copies of documents such as receipts, contracts, police reports, etc. should be attached as exhibits where needed.

At the end of this guide is a sample declaration. You may use it as an example of the types of information to include, and the amount of detail the court will want from you. You will need to adapt the language to fit your own facts and circumstances.

You may download a customizable template from this link:

- Declaration In Support of Application for Default Judgment Pursuant to CCP § 585(d)

A template for this declaration on pleading paper is linked at the top of this Guide. If you prefer, you may use *Declaration* (MC-030) (http://www.courts.ca.gov/documents/mc030.pdf) and attach *Attachment to Judicial Council Form* (MC-025) (http://www.courts.ca.gov/documents/mc025.pdf) if you need additional pages.

Ideally, this declaration will replace an in-person hearing with the judge. You must provide the judge with all the information necessary to rule in your favor. In order to fully prove your case, you will likely need to attach exhibits to your declaration, such as receipts, contracts, police reports, etc.

(**8**) **Copy and assemble documents**

Make three (3) copies of each:

- Request for Dismissal (CIV-110), if applicable
- Request for Entry of Default (CIV-100)
- Judgment by Default by Court (CV/E-122) (or JUD-100 if outside Sacramento)
- Declaration re: Accrual of Interest (MC-030) (if applicable)
- Declaration in Support of Application for Default Judgment Pursuant to CCP § 585(d)

Staple each photocopy, but **leave the originals unstapled**. Set aside one photocopy of each document for service on the other party. For the remaining copies of each document, place the original on top of its photocopies, and paperclip them together.

(**9**) **Have your documents served**

You must have someone over the age of 18 who is not a party in the case mail a set of the photocopies you made in Step 8 to the defendant. This person must then complete a *Proof of Service by Mail* (POS-030) (http://www.courts.ca.gov/documents/pos030.pdf) . Make two photocopies of the signed proof of service. See our Step-by-Step guide on Serving Documents by Mail (https://saclaw.org/resource_library/serving-documents-by-mail/) for more information.

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(10) **File your documents**

You must file the original and two (2) remaining photocopies of:

- Request for Entry of Default (CIV-100)
- Declaration re: Accrual of Interest (MC-030)
- Judgment by Default by Court (CV/E-122) (or JUD-100 if outside Sacramento)
- Request for Dismissal (CIV-110), if applicable
- Proof of Service (POS-030) for all of the above documents (from Step 9)
- Memorandum of Costs (MC-010) with Proof of Service (p2) complete, if you are using it (from Step 6)
- Original S*ummons* (SUM-100) (if not yet filed), or filed endorsed (stamped) copy
- *Proof of Service of Summons* (POS-010) (if not yet filed), or filed endorsed (stamped) copy

In Sacramento, if you do not have filed endorsed copies of the Summons and Proof of Service of Summons, you may download them from the court's online Public Portal (https://services.saccourt.ca.gov/PublicCaseAccess) .

If needed, you must also file:

- Copy of written contract, with cover sheet (use *Declaration* (MC-030) (http://www.courts.ca.gov/documents/mc030.pdf) as cover sheet) (if not attached to complaint)
- Proof of Service of Declaration of Venue, Statement of Damages, and/or Reservation of Rights to Punitive Damages (if served separate from Summons)

File your documents in the drop box in Room 102 in the Sacramento Superior Court at 720 Ninth Street. Fill out and attach the *Civil Document Drop-Off Sheet* (http://www.saccourt.ca.gov/forms/docs/cv-drop-off-sheet.pdf) , and date stamp the back of each original document. A supply of *Civil Document Drop-Off Sheets* and a date stamp are located near the drop box. Include a self-addressed stamped envelope with enough postage to mail your documents back to you.

The court cannot tell you exactly when your default will be processed. Unfortunately, default judgment by court paperwork tends to take a number of months to be processed.

(11) **Attend the Default Hearing, if Required**

Typically, the court will review the materials you submit, and will grant your judgment (or reject it and request additional evidence) based on the paperwork. If, after reviewing the materials you submit, the court determines that personal testimony is required, you will be notified by the court of the hearing date. Be sure to attend the hearing, and bring with you any documents or other items that you believe support the claims made in your complaint.

---

12 **Serve Judgment and File Proof of Service**

The court will mail you a signed copy of your judgment. Make one photocopy of this judgment, and have someone over the age of 18 who is not a party in the case mail a copy of the judgment to the defendant. This person must then complete a *Proof of Service by Mail* (POS-030) (http://www.courts.ca.gov/documents/mc030.pdf) . Make a photocopy of the signed proof of service, and file the original and photocopy with the court.

More Like This

Request Default by Clerk (https://saclaw.org/resource_library/request-a-default-judgment-by-clerk-2/)
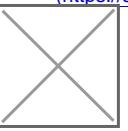
Relief from Default (Set-Aside) (https://saclaw.org/resource_library/motion-to-set-aside-relief-from-default-judgment/)

For Help

SH@LL (Self-Help at the Law Library) (https://saclaw.org/services/civil-self-help/)
609 9th Street, Sacramento CA 95814
(916) 476-2731 (Appointment Request Line)

Services Provided: SH@LL provides general information and basic assistance to self-represented litigants on a variety of legal issues. All assistance is provided by telephone. Visit "What we can help with (https://saclaw.org/services/civil-self-help/#canhelp) " for a list of qualifying cases.

Eligibility: Must be a Sacramento County resident or have a qualifying case (https://saclaw.org/services/civil-self-help/#who) in the Sacramento County Superior Court.

For More Information

At the Law Library:

Win Your Lawsuit KFC 968 .Z9 D86 (Self Help) Chap. 9

California Forms of Pleading and Practice KFC 1010 .A65 C3 (Ready Ref) Chap. 165
Electronic Access: On the Law Library's computers, using *Lexis Advance.*

California Civil Procedure Before Trial KFC 995 .C34 Chap. 38
Electronic Access: On the Law Library's computers, using *OnLaw.*

Samples

Request for Dismissal (if needed)

Request for Dismissal (CIV-110) (page 1)

CIV-110

PLAINTIFF/PETITIONER: Paul Sample	CASE NUMBER:
DEFENDANT/RESPONDENT: Peter Perpetrator and DOES 1-10	34-2020-00123456

Your name and the defendant's name as they appear on the complaint.

Case Number

COURT'S RECOVERY OF WAIVED COURT FEES AND COSTS

If a party whose court fees and costs were initially waived has recovered or will recover $10,000 or more in value by way of settlement, compromise, arbitration award, mediation settlement, or other means, the court has a statutory lien on that recovery. The court may refuse to dismiss the case until the lien is satisfied. (Gov. Code, § 68637.)

Mark box 2a.

Declaration Concerning Waived Court Fees

1. The court waived court fees and costs in this action for (name): **Paul Sample**

Name of person whose fees were waived.

2. The person named in item 1 is (check one below)

   a. [X] not recovering anything of value by this action.

   b. [ ] recovering less than $10,000 in value by this action.

   c. [ ] recovering $10,000 or more in value by this action. (If item 2c is checked, item 3 must be completed.)

3. All court fees and court costs that were waived in this action have been paid to the court (check one) [X] Yes [ ] No

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date: 5/23/2021

Print name and date; check "Party Making Declaration."

Signature

Paul Sample
_____   ►   _____
(TYPE OR PRINT NAME OF [ ] ATTORNEY (X) PARTY MAKING DECLARATION)   (SIGNATURE)

If your filing fees were waived, you must complete this page of the form. If your fees were not waived, you do not need to complete the second page of this form.

CIV-110 [Rev. January 1, 2025]   **REQUEST FOR DISMISSAL**   Page 2 of 2

Request for Dismissal (CIV-110) (page 2)

Request for Entry of Default and Court Judgment

Request for Entry of Default (CIV-100) (page 1)

Your name and the defendant's name as they appear on the complaint.

CIV-100

Plaintiff/Petitioner: Paul Sample	CASE NUMBER:
Defendant/Respondent: Peter Perpetrator and DOES 1-10	34-2020-00123456

4. **Legal document assistant or unlawful detainer assistant (Bus. & Prof. Code, § 6400 et seq.).** A legal document assistant or unlawful detainer assistant ☐ did ☒ did **not** for compensation give advice or assistance with this form. If declarant has received **any** help or advice for pay from a legal d[...] nlawful detainer assistant, state:

Check "did **not.**"

  a. Assistant's name: c. Telephone no.:

  b. Street address, city, and zip code: d. County of registration:

                                    e. Registration no.:

Check appropriate boxes in 5a, 5b, and 5c.

                                    f. Expires on *(date):*

5. ☒ **Declaration under Code Civ. Proc., § 585.5** (for [...] der Code Civ. Proc., § 585(a)). This action

  a. ☐ is ☒ is not on a contract or installment sale for goods or services subject to Civ. Code, § 1801 et seq. (Unruh Act).

  b. ☐ is ☒ is not on a conditional sales contract subject to Civ. Code, § 2981 et seq. (Rees-Levering Motor Vehicle Sales and Finance Act).

  c. ☐ is ☒ is not on an obligation for goods, services, loans, or extensions of credit subject to Code Civ. Proc., § 395(b).

6. **Declaration of mailing (Code Civ. Proc., § 587).** A copy of this *Request for Entry of Default* was

  a. ☐ **not mailed** to the following defendants, [...] y *(names):*

Check box next to 6b and insert date of mailing, name of defendant, and address where served.

  b. ☒ **mailed** first-class, postage prepaid, in a sealed envelope addressed to each defendant's attorney of record or, if none, to each defendant's last known address as follows:

    (1) Mailed on *(date):* 5/23/2021   (2) To *(specify names and addresses shown on the envelopes):*
                                                 Peter Perpetrator
                                               11 Main St. #22
                                               Sacramento, CA 95814

I declare under pena[...] of the State of California that the foregoing items 4, 5, and 6 are true and correct.

Date: 5/23/2021

Print name and date.

Signature

Paul Sample
(TYPE OR PRINT NAME)   (SIGNATURE OF DECLARANT)

7. **Memorandum of costs** *(required if money judgment requested).* Costs and disbursements are as follows (Code Civ. Proc., § 1033.5):

  a. Clerk's filing fees .... $ 385.00

  b. Process server's fees .... $ 60.00

  c. Other *(specify):* $

  d. $

Amount paid for filing and process server fees; total.

  e. TOTAL .... $ 445.00

  f. ☐ Costs and disbursements are waived.

  g. I am the attorney, agent, or party who claims these costs. To the best of my knowledge and belief this memorandum of costs is correct and these costs were necessarily incurred in this case.

I declare under pen[...] of the State of California that the foregoing item 7 [...] ct.

Date: 5/23/2021

Print name and date.

Signature

Paul Sample
(TYPE OR PRINT NAME)   (SIGNATURE OF DECLARANT)

CIV-100 [Rev. January 1, 2023]   **REQUEST FOR ENTRY OF DEFAULT**   Page 2 of 3

Request for Entry of Default (CIV-100) (page 2)

CIV-100

	CASE NUMBER:
Plaintiff/Petitioner: Paul Sample	34-2020-00123456
Defendant/Respondent: Peter Perpetrator and DOES 1-10	

8. **Declaration of nonmilitary status** *(required for a judgment).*
No defendant/respondent named in item 1c is in the military service of the United States as defined by either the Servicemembers Civil Relief Act (see 50 U.S.C. § 3911(2)) or California Military and Veterans Code sections 400 and 402(f).

I know that no defendant/respondent named in item 1c is in the U.S. military service because *(check all that apply):*

a. [X] the search results that I received from *https://scra.dmdc.osd.mil/* say the defendant/respondent is not in the U.S. military service.

b. [ ] I am in regular communication with the defendant/respondent and know that they are not in the U.S. military service.

c. [ ] I recently contacted the defendant/respondent, and they told me that they are not in the U.S. military service.

d. [ ] I know that the defendant/respondent was discharged from U.S. military service on or about *(date):*

e. [ ] the defendant/respondent is not eligible to serve in the U.S. military because they are:
[ ] incarcerated [ ] a business entity

f. [ ] other *(specify):*

> You must verify that the defendant isnot currently in the military before obtaining a judgment by default.
>
> Choose the box that explains how you learned that defendant is not in the military.

Note
- U.S. military status can be checked online at *https://scra.dmdc.osd.mil/.*
- If the defendant/respondent is in the military service, or their military status is u~~n~~ ~~respon~~dent is entitled to certain rights and protections under federal and state law before a ~~judg~~ ~~ent~~ ~~is ent~~ered.
- For more information, see *https://selfhelp.courts.ca.gov/military-defaults.*

Request for Entry of Default (CIV-100) (page 3)

Declaration in Support of Default Judgment

Paul Sample
2036 Donner Drive
Sacramento, CA 95826
916-123-4567

Plaintiff, In Pro Per

Your name, address, and phone number. "In Pro Per" means you are representing yourself.

SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO

Paul Sample
        Plaintiff(s),
    vs.
Peter Perpetrator,
        Defendants

Case No.: 34-2011-00012345

Case Number

DECLARATION OF PAUL SAMPLE IN SUPPORT OF APPLICATION FOR DEFAULT JUDGMENT PURSUANT TO CCP §585(d)

Insert name of document.

Your name and the defendant's name as they appear on the complaint.

I, Paul ___ clare that the following is true and correct, and if called as a witness, I could competently testify to the matters hereinafter set forth which are within my personal knowledge:

DESCRIPTION OF CASE

Provide a detailed description of your case, so the judge understands the facts.

1. On, or about, March 17, 2009 my car was parked in front of my residence on Donner Drive when Defendant negligently and recklessly lost control of his car causing it to swerve into my car, resulting in heavy damages. As a result of Defendant's negligence my car sustained damages in an amount of $15,000.00.

2. As I only carried liability insurance I was not covered for any damages my vehicle sustained through my insurance company and had to pay out of pocket for the repairs.

Insert name of document in footer.

1
Declaration in Support of Judgment

Declaration in Support of Default Judgment (page 1)

3. Even though I requested insurance information Defendant refused to admit or deny whether he had any insurance coverage in which to pay for the damages to my vehicle.

4. I called the police and when they came to the scene it was determined that Defendant was at fault for the damages to my vehicle. Defendant was also cited for traffic violations.

5. In an attempt to get my car back up and running I proceeded to get estimates of how much the repairs would cost. Upon receipt of those estimates I sent copies to Defendant, as Defendant lived on my same street and I knew his home address.

6. After I had not heard from Defendant in a reasonable amount of time I took my vehicle to the company with the lowest estimate to have the repairs done.

7. Defendant has failed and continues to fail to reimburse me for the damages to my vehicle despite numerous demands.

EVIDENCE SUPPORTING JUDGMENT

8. Plaintiff's vehicle and Defendant's vehicle were involved in a collision. Plaintiff's vehicle, a 2010 Honda Accord, was struck by Defendant's vehicle. The damages to Plaintiff's vehicle were so severe that Plaintiff had to pay for the repairs and for a rental vehicle until the Plaintiff's vehicle was repaired, for an approximate amount of $15,000.00. Attached as Exhibit "A" is a copy of the estimate from AAA Auto Repair, as Exhibit "B" a copy of the estimate from Sac Valley Auto Repair, as Exhibit "C" a copy of the estimate from Nakano's Auto Body Shop, as Exhibit "D" a copy of the invoice for the rental car from Enterprise Rent-A-Car, and as Exhibit "E," a copy of the Police Report which was made at the time of the accident. Plaintiff took the vehicle to Nakano's Auto Body Shop for the repairs as it was the most reasonably priced estimate.

> **Be sure to clearly describe any Exhibits you are attaching to this declaration.**

2
Declaration in Support of Judgment

Declaration in Support of Default Judgment (page 2)

Explain what you are asking the court to award.

1   Wherefore I am respectfully requesting that the court award to Plaintiff
2 judgment in the principal sum of $15,000.00 and court costs of $430.00 for a total
3 judgment of $15,430.00.

You must include the declaration under penalty of perjury clause.

4   I declare under penalty of perjury under the laws of the State of California
5 the foregoing is true and correct.

8 Dated: May 31, 2011

Date

Signature

9   Paul Sample
                                                 Plaintiff, In Pro Per

3
Declaration in Support of Judgment

Declaration in Support of Default Judgment (page 3)

Make an Exhibit page for each document you reference as an Exhibit in your Declaration in Support of Default Judgment.

Exhibit A

Declaration in Support of Default - 3

Declaration in Support of Default Judgment (page 4-Exhibit A)

Declaration re: Interest

Declaration re: Interest (MC-030)

Judgment

Judgment (JUD-100) (page 1)

Your name and the defendant's name as they appear on the complaint

Case Number

PLAINTIFF: Paul Sample

DEFENDANT: Peter Perpetrator

34-2011-00012345

JUDGMENT IS ENTERED AS FOLLOWS BY: ☑ THE COURT ☐ THE CLERK

4. ☐ **Stipulated Judgment.** Judgment is entered according to the stipulation of the parties.

Check "The Court"

5. **Parties.** Judgment is

a. ☑ for plaintiff (name each):
   Paul Sample
   and against defendant (names):
   Peter Perpetrator

   ☐ Continued on Attachment 5a.

b. ☐ for defendant (name each):

c. ☐ for cross-complainant (name each):

   and against cross-defendant (name each):

   ☐ Continued on Attachment 5c.

d. ☐ for cross-defendant (name each):

Check 5a and insert your name and the Defendant's name as they appeared on the Complaint.

6. **Amount.**

a. ☑ Defendant named in item 5a above must pay plaintiff on the complaint:

(1)	☑	Damages	$ 15,000
(2)	☑	Prejudgment interest at the annual rate of 10 %	$ 3312.66
(3)	☐	Attorney fees	$
(4)	☑	Costs	$ 430
(5)	☐	Other (specify):	$
(6)		TOTAL	$ 18,742.66

c. ☐ Cross-defendant named in item 5c above must pay cross-complainant on the cross-complaint:

(1)	☐	Damages	$
(2)	☐	Prejudgment interest at the annual rate of %	$
(3)	☐	Attorney fees	$
(4)	☐	Costs	$
(5)	☐	Other (specify):	$
(6)		TOTAL	$

Check 6a, 6(1), 6(2), and 6(4) and insert amount of damages demanded in the Complaint, interest, and amount of costs expended. Enter total by 6(6).

b. ☐ Plaintiff to receive nothing from defendant named in item 5b.
   ☐ Defendant named in item 5b to recover costs $
   ☐ and attorney fees $

d. ☐ Cross-complainant to receive nothing from cross-defendant named in item 5d.
   ☐ Cross-defendant named in item 5d to recover costs $
   ☐ and attorney fees $

7. ☐ Other (specify):

Date: _____

☐ _____
JUDICIAL OFFICER

Date: _____

☐ Clerk, by _____, Deputy

(SEAL)

CLERK'S CERTIFICATE (Optional)

I certify that this is a true copy of the original judgment on file in the court.

Date: _____

Clerk, by _____, Deputy

Page 2 of 2

JUD-100 [New January 1, 2002]

JUDGMENT

Judgment (JUD-100) (page 2)