

**COVER SHEET -- DEFAULT JUDGMENT PACKETS**

CV \_\_\_\_\_

\_\_\_\_\_  
**Printed Name of Attorney Signing the Certification**

**Instructions:** Certain documents are required for every Rule 55(b)(1) default judgment packet submitted. Review each packet thoroughly before submission. Place a check mark next to the document to indicate that the document is included with the packet and **HIGHLIGHT** where required. Please be advised of the following: **This cover sheet must be placed on top of the packet submitted. Any packet that does not contain this cover sheet or the required highlighting will be summarily rejected and returned without review. An attorney must sign the certification required by this cover sheet.**

**After this cover sheet, please place the relevant documents in the following order (from top to bottom):**

\_\_\_\_\_ **Form of Judgment** (required -- include Rule 54(b) language if needed)

\_\_\_\_\_ **Application for Entry of Default (and Notice of Application for Entry of Default if a separate Notice form is used) containing the clerk's stamp showing the date the document was filed** (required)

\_\_\_\_\_ **Affidavit of Default and Entry of Default** (required)

\_\_\_\_\_ **Rule 4.2(b) Affidavit** (required when a defendant is served by direct service out-of-state)

\_\_\_\_\_ **Service of Process Affidavits** (required)

\_\_\_\_\_ **Rule 55(b)(1) Motion for Entry of Default Judgment** (required)

\_\_\_\_\_ **Sum Certain Affidavit** (required -- must state that the amount set forth in the judgment remains due and owing after applying all payments, credits, and offsets)

\_\_\_\_\_ **Pre-judgment Interest or Late Fees Calculation** (if the form of judgment includes a specific amount for pre-judgment interest or late fees and the specific amount has not been set forth in the complaint, submit a summary showing how the specific amount was calculated and include a statement discussing why the particular beginning date for the calculations was selected)

\_\_\_\_\_ **Contract Provisions for Attorneys' Fees / Interest Rate / Late Fees / Other Charges** -- required if applicable -- **HIGHLIGHT and TAB all relevant provisions**

\_\_\_\_\_ **For interest rates in credit card cases:** submit, highlight, and tab the actual contract provision showing the interest rate, not just the statement.

\_\_\_\_\_ **For variable interest rates:** make sure the judgment either tracks the variable rate language (unless a fixed rate is provided for upon default) or insert the statutory ten percent rate instead of the variable rate language.

\_\_\_\_\_ **Attorneys' Fees Not Based Upon Contract** are authorized under the following statutes or for the following reasons (A.R.S. § 12-341.01 does not apply if the defendant has not contested the action):

\_\_\_\_\_ **Affidavit for Attorneys' Fees** (required if seeking fees -- must set forth the tasks performed and time spent on each task)

\_\_\_\_\_ **Statement of Costs** (required -- attach any affidavits of attempted service for which you are seeking costs; generally, costs will not be awarded for service on defendants who are not included in the default judgment)

**I certify that I have reviewed the attached default packet.** The documents checked above are included and are highlighted and tabbed where required. The documents not checked and not included are not relevant to this default proceeding.

\_\_\_\_\_  
Attorney Name and Bar Number

\_\_\_\_\_  
Date