

**CALENDAR V – Room 2309
DEFAULT JUDGMENT CHECKLIST**

Case: _____ Date and time: _____

Submit the following in support of your Prove-up of Damages:

_____ **Compare Damages sought in the Complaint with those sought in the Motion**

“In case of default, if relief is sought, whether by amendment, counterclaim, or otherwise, beyond that prayed in the pleading to which the party is in default, *notice shall be given* the defaulted party as provided by rule.” 735 ILCS 5/2-604 (emphasis added). Illinois Supreme Court Rule 104 governs notice of additional relief when defendant has appeared but failed to answer. Illinois Supreme Court Rule 105 governs notice of additional relief when defendant has failed to appear.

_____ **Affidavit detailing the damages sought**

For affidavit requirements, see *Affidavits for Prove Up of Damages – Default Judgments*

_____ **Affidavit detailing attorney’s fees and costs sought (if applicable)**

See *Affidavits for Prove Up of Damages – Default Judgments*, cited above.

Parties in default must be given notice of the prove-up hearing. Copies of all prove-up materials must be provided to parties in default in advance of the prove-up date.

Courtesy copies are due to chambers at least **FIVE (5) DAYS** prior to the date selected to present the motion. If courtesy copies are untimely the motion may be **stricken** in the court’s discretion.