

**AFFIDAVIT OF OWNERSHIP AND AMOUNT DUE  
FORM 1**

STATE OF \_\_\_\_\_ :  
  : SS.  
COUNTY OF \_\_\_\_\_ :

\_\_\_\_\_, authorized representative of \_\_\_\_\_, the plaintiff in the above-captioned action, hereby swears and affirms:

1. I am employed as a \_\_\_\_\_ of \_\_\_\_\_, the plaintiff in the above-captioned action. I am competent person over 18 years of age and authorized to make this Affidavit.
2. The information contained in this Affidavit is based on my personal review of plaintiff's records. I am familiar with the manner and method by which plaintiff maintains its business records. Those records are kept in the regular course of business. Entries therein are made contemporaneous to the time of the act or occurrence recorded by a person with knowledge or at the direction of a person with actual knowledge of the event or transaction recorded.
3. Plaintiff is the current owner, by assignment, of the defendant's, (DEFENDANT'S NAME,) (ORIGINAL CREDITOR'S NAME) account number xxxxxxxxxxxx\_ \_ \_ \_ that is the subject of the above action. Plaintiff acquired that account from (SELLER'S NAME) on or about (DATE) and has neither re-assigned, extinguished nor released the debt. [If applicable: The account was assigned by the original creditor to (NAME) on or about ( DATE) and then to (NAME) on or about (DATE).
4. The following is a breakdown of the balance currently due and owing.  
Principal Amount Due<sup>1</sup>:  
Interest (from \_\_\_\_ to \_\_\_\_ at the rate of \_\_\_\_% per annum):

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<sup>1</sup> As that term is referenced in the "Whereas" Clause of Administrative Directive No. 2012-2.

Attorney's Fees:

Total:

I solemnly affirm, under penalty of perjury, that the foregoing statements made by me are true and correct.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

*Signed and sworn to before me, the undersigned Authority, on the \_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_,*

(SEAL)

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**PLAINTIFF'S AFFIDAVIT IN SUPPORT OF DEFAULT JUDGMENT  
FORM 2A**

STATE OF \_\_\_\_\_ :  
 : SS.  
COUNTY OF \_\_\_\_\_ :

\_\_\_\_\_, authorized representative of \_\_\_\_\_, the plaintiff in the above-captioned action, hereby swears and affirms:

1. I am employed as a \_\_\_\_\_ of \_\_\_\_\_, the plaintiff in the above-captioned action. I am a competent person over 18 years of age and authorized to make this Affidavit.
2. The information contained in this Affidavit is based on my personal review of plaintiff's records. I am familiar with the manner and method by which plaintiff maintains its business records. Those records are kept in the regular course of business. Entries therein are made contemporaneous to the time of the act or occurrence recorded by a person with knowledge or at the direction of a person with actual knowledge of the event or transaction recorded.
3. This action is based on (description of the type of obligation such as, for example, a credit card agreement, a retail installment sales agreement, a personal loan, a personal guaranty to a consumer debt.) Attached hereto is/are copies of the documents evidencing the legal obligation. That obligation was given the account number xxxxxxxxxxxx\_ \_ \_ \_ by the original creditor (NAME).
4. The original creditor subsequently assigned the obligation to (SECOND CREDITOR'S NAME) on or about (DATE). Attached hereto is a copy of the (ASSIGNMENT, BILL OF SALE, ASSIGNOR'S AFFIDAVIT) or other proof establishing plaintiff's ownership of the account.
5. [repeat #4 for each assignment]
6. Plaintiff is the current owner, by assignment, of the account. It has neither re-assigned, extinguished nor released the debt.
7. The defendant is not on active duty in the military service. (May be contained in either Form 2A or Form 2B)
8. The defendant is not an infant and is not incompetent. (May be contained in either Form 2A or Form 2B)

9. The last payment on the account was (DATE).
10. The Principal Amount Due<sup>1</sup> is \$\_\_\_\_. This gives credit for all payments received, which were on the following dates and amounts:
11. Plaintiff also seeks interest at the annual rate of \_\_\_% from \_\_\_\_\_ to \_\_\_\_\_ in the amount of \$\_\_\_\_; the applicable rate is shown on the attached (NAME OF DOCUMENT).

I solemnly affirm, under penalty of perjury, that the foregoing statements made by me are true and correct.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

*Signed and sworn to before me, the undersigned Authority, on the \_\_\_ day of \_\_\_\_\_, 201\_.*

(SEAL)

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
<sup>1</sup> As that term is referenced in the “Whereas” Clause of Administrative Directive No. 2012-2.

**ATTORNEY'S AFFIDAVIT IN SUPPORT OF DEFAULT JUDGMENT  
FORM 2B**

STATE OF \_\_\_\_\_ :  
: SS.  
COUNTY OF \_\_\_\_\_ :

\_\_\_\_\_, authorized representative of \_\_\_\_\_, the plaintiff in the above-captioned action, hereby swears and affirms:

1. I am employed as a \_\_\_\_\_ of \_\_\_\_\_, the law firm representing the plaintiff in the above-captioned action. I am a competent person over 18 years of age and authorized to make this Affidavit.
2. The defendant (identification by name only if there is more than one defendant and judgment is not being requested as to all defendants) has been served with the Complaint and Summons more than 20 days before the date of this Affidavit, and he/she has not served or filed an answer or other responsive pleading or entered an appearance.
3. The defendant is not an infant and is not incompetent based on information provided to my office by plaintiff and any information obtained by my office during the course of our representation of plaintiff in connection with the subject account. [May be contained in either Form A or Form B]
4. The defendant is not on active duty in the military service. [May be contained in either Form A or Form B]
5. Plaintiff's claim against defendant is for a sum certain or a sum which can by computation be made certain.
6. The Principal Amount Due<sup>1</sup> does not exceed the amount demanded in the complaint.
7. The calculation of attorney's fees and the legal basis for awarding attorney's fees, if any, are as follows:

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<sup>1</sup> As that term is referenced in the "Whereas" Clause of Administrative Directive No. 2012-2.

8. The total requested amount is no more than 15% of the total principal and interest.

I solemnly affirm, under penalty of perjury, that the foregoing statements made by me are true and correct.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

*Signed and sworn to before me, the undersigned Authority, on the \_\_\_ day of \_\_\_\_\_, 201\_.*

:

(SEAL)

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_