



# MARICOPA COUNTY JUSTICE COURTS

If you want to file a...

# APPLICATION FOR ENTRY OF DEFAULT



# MARICOPA COUNTY JUSTICE COURTS

If the opposing party (or parties) in your case does not answer the claim or (if applicable) counterclaim within the time allowed, you may apply for default. If they fail to answer within TEN (10) working days of the filing of the application, the default will take effect and a default judgment may be entered against them.

Please **STOP:**

If there has been an answer to the claim or a reply to a counterclaim filed.

Please **PROCEED:**

If you are filing the application after the allowed time has passed for filing an answer or a reply to a counterclaim.

**FORMS** Needed:

- 1) Application for Entry of Default form
- 2) Judgment form
- 3) Instructions for Obtaining a Default Judgment

**INSTRUCTIONS:**

- 1) Read the instructions sheet.
- 2) Complete the forms; *Application for Entry of Default & Judgment*
- 3) Make copies; original forms for the court, a copy for yourself and a copy for each party, a copy for counsel (if applicable).
- 4) File the original *Application for Entry of Default* form and the original and all copies of the *Judgment* form with the court clerk.
- 5) The same day as filing with the court, mail copies of the *Application for Entry of Default* form to the other parties and counsel (if applicable)

Visit us at <http://justicecourts.maricopa.gov/> for additional filing information and online forms.



## Maricopa County Justice Courts

### INSTRUCTIONS FOR OBTAINING A DEFAULT JUDGMENT

#### Default Judgment Defined.

If a Plaintiff has filed a lawsuit and the Defendant has not responded within the required time, then the Plaintiff may request that a default judgment be entered. A default judgment can be entered against any party who was served a complaint, counterclaim, cross-claim, or third-party complaint if that party either did not file an answer or file any type of response with the Court within the time allowed by the rules. Obtaining a default judgment is a two step process. JCRCP Rule 140.

#### Time Standards for Serving the Other Side.

If the party is served with a summons and complaint (or with a counterclaim or with a cross-claim) within the State of Arizona, then they have twenty (20) days after receiving it to file either an answer or a response. If the party is served outside of the State of Arizona, then they have thirty (30) days to respond. JCRCP Rule 114.

#### Step One: Application for Entry of Default

*Complete, file with the Court, and serve an Application For Entry of Default.* The Court form contains the information required by JCRCP Rule 140(b). It must be provided to everyone else according to the requirements of JCRCP Rule 140(c). After this application is filed with the Court, and after ten (10) judicial days have passed without a response, then the entry of default becomes effective. However, that is not the same thing as having a default judgment. The legal effect of an entry of default is that a party in default loses the right to litigate the merits of the claims against them; however, they may still participate in any proceedings concerning how much, if any, money should be awarded.

#### Step Two: Request a Default Judgment

*Complete, file with the Court, and serve a Request and Affidavit For Entry of Default Judgment along with a proposed judgment form and supporting documentation.* The Court form contains the information required by JCRCP Rule 140(e). Even though the other side has not responded, the party requesting a default judgment must still provide documents that substantiate the amount claimed (e.g. promissory note, loan agreement, contract, repair estimates, receipts, etc.). **A party who files a proposed default judgment must also provide the Court with stamped envelopes addressed to each party.** JCRCP 140(g). Once a default judgment is final, it has the same legal impact as if there had been a trial on the merits of the case.

#### Default Hearings

Most default judgments are granted without a hearing. However, if the other side was served by publication, then a default hearing will be held. JCRCP 140(j). A default hearing may also be held if the judge has some additional questions about the case or if it is requested by a party. JCRCP 140(f).



# Maricopa County Justice Courts, Arizona

CASE NUMBER: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Plaintiff(s) Name / Address / Email / Phone

Defendant(s) Name / Address / Email / Phone

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attorney for Plaintiff(s) Name / Address / Email / Phone

Attorney for Defendant(s) Name / Address / Email / Phone

## APPLICATION FOR ENTRY OF DEFAULT

JCRCP Rule 140

I am the  Plaintiff  Counterclaimant  3rd Party Plaintiff  Attorney

### THE FOLLOWING WERE SERVED THE SUMMONS AND COMPLAINT:

Defendant(s): \_\_\_\_\_

#### NOTICE to Defendant(s):

*If you do not answer or file a responsive pleading with the court within ten (10) judicial days of the filing of this Application, the Default will be effective and the Party may request a Judgment to be entered against you.*

I am applying for an Entry of Default against the above named party who has failed to timely file a response to the lawsuit.

The Defendant was served the Summons and Complaint by:

- Process Server
- Alternative Service
- Publication
- Certified Mail (*Small Claims*)

The Defendant  is  is not on active duty in the United States Military.

Date: \_\_\_\_\_ Signature \_\_\_\_\_

- Plaintiff
- Counterclaimant
- 3rd Party Plaintiff
- Attorney

#### NOTICE to PARTY filing for Default:

*Any time after ten (10) judicial days have passed since the filing of this Application, it is your responsibility to file a Request for Entry of Default Judgment or request a hearing. A Statement of Costs and proof of the claim (receipts, contract, etc.) must also be served upon all the parties in this lawsuit.*

I CERTIFY that a copy of this document has been or will be mailed on \_\_\_\_\_ to:

- Plaintiff at the above address
- Plaintiff's attorney
- Defendant at the above address
- Defendant's attorney

Date: \_\_\_\_\_ By \_\_\_\_\_  
Signature



# Maricopa County Justice Courts, Arizona

CASE NUMBER: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Plaintiff(s) Name / Address / Email / Phone

Defendant(s) Name / Address / Email / Phone

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attorney for Plaintiff(s) Name / Address / Email / Phone

Attorney for Defendant(s) Name / Address / Email / Phone

## REQUEST and AFFIDAVIT FOR ENTRY OF DEFAULT JUDGMENT

With Hearing     Without Hearing

JCRCP Rule 140

I request that the Court enter a default judgment.

If I am the Plaintiff, then I state that the Summons, Complaint and the Notice to Defendant were served on the Defendant.

No response has been received within the time allowed by law. At least ten (10) judicial days have passed since the Entry of Default.

The Defendant  is  is not on active duty in the United States Military.

Principal \$ \_\_\_\_\_

Costs \$ \_\_\_\_\_

Attorney fees \$ \_\_\_\_\_

Interest \$ \_\_\_\_\_

**Total \$ \_\_\_\_\_**

- Attached are the:  Proposed Judgment  
 Supporting documents / proof of debt  
 Statement of cost

I state under penalty of perjury that the forgoing is true and correct.

Date: \_\_\_\_\_ Signature \_\_\_\_\_  
 Plaintiff     Counterclaimant     3rd Party Plaintiff     Attorney

**Note: A party who files a proposed default judgment must also provide the court with stamped envelopes addressed to each party.**

I CERTIFY that a copy of this document has been or will be mailed on \_\_\_\_\_ to:

- Plaintiff at the above address     Plaintiff's attorney     Defendant at the above address     Defendant's attorney

Date: \_\_\_\_\_ By \_\_\_\_\_  
Signature