



## 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* 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 default 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).

#### Military Status

To verify military status, check the Servicemembers Civil Relief Act website.  
<https://scra.dmdc.osd.mil/scra/#/single-record>



# 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:	
<input type="checkbox"/> Plaintiff at the above address	<input type="checkbox"/> Plaintiff's attorney
<input type="checkbox"/> Defendant at the above address	<input type="checkbox"/> 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



# 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

### JUDGMENT (Civil)

Amended

This matter was heard by the Court on this date: \_\_\_\_\_

Plaintiff(s) appeared  in person  failed to appear

Defendant(s) appeared  in person  failed to appear

Judgment is entered upon default  with hearing  without hearing

Judgment is entered upon agreement of the parties.

Judgment is entered on verdict of the jury.

**IT IS ORDERED** granting judgment to:

Plaintiff(s)

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

\$ \_\_\_\_\_ Accrued interest, if any

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

\$ \_\_\_\_\_ Attorney fees, if any

\$ \_\_\_\_\_ TOTAL

Defendant(s)

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

\$ \_\_\_\_\_ Accrued interest, if any

\$ \_\_\_\_\_ Court Cost

\$ \_\_\_\_\_ Attorney fees, if any

\$ \_\_\_\_\_ TOTAL

With interest thereon at the rate of \_\_\_\_\_ % per annum on principal amount from the date of judgment until paid in full.

With interest on court cost and attorney fees of \_\_\_\_\_ % per annum from the date of judgment until paid in full.

**IT IS ORDERED** dismissing this claim  with prejudice  without prejudice

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

Justice of the Peace  Protem

I CERTIFY that I delivered / mailed a copy of this document to:

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

Date: \_\_\_\_\_ By \_\_\_\_\_  
Clerk