

[Your Name/Law Firm Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Court Name]  
[Court Address]  
[City, State, Zip Code]

Re: [Plaintiff Name] v. [Defendant Name]  
Case No.: [Case Number]

### **NOTICE OF MOTION FOR DEFAULT JUDGMENT**

To: [Defendant Name/Opposing Counsel Name]  
[Defendant Address]  
[City, State, Zip Code]

PLEASE TAKE NOTICE that on [Date of Hearing], at [Time], or as soon thereafter as counsel may be heard, in Department [Number/Letter] of the above-entitled Court, located at [Court Address], the Plaintiff, [Your Name], will move this Court for an Order entering a Default Judgment against the Defendant, [Defendant Name].

This Motion is made on the grounds that the Defendant was properly served with the Summons and Complaint on [Date of Service], and has failed to file an answer, motion, or otherwise respond within the time prescribed by the [Name of Court Rules].

The Plaintiff seeks judgment in the amount of \$[Total Amount Claimed], which includes:

- Principal Amount: \$[Amount]
- Interest: \$[Amount]
- Attorney's Fees: \$[Amount]
- Costs of Suit: \$[Amount]

This Motion is based upon this Notice, the attached Declaration of [Name] in support of the Motion, the records and files in this action, and any evidence presented at the hearing.

Respectfully submitted,

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[Your Signature]  
[Your Printed Name]  
Counsel for Plaintiff