

### **REQUEST TO ENTER DEFAULT JUDGMENT**

Form is available. See *Forms* → *Miscellaneous Forms* → [Default Judgment](#). See also, [D.N.J. LBR 7055-1](#).

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- STEP 1** Select **Adversary** from main menu
- STEP 2** Select **Misc. Events** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select *Request to Enter Default Judgment*; click [NEXT]
- STEP 5** If this is a joint filing, place a check in the box and click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen.
- STEP 6** **Select the Party** or click **Add/Create New Party**
- ☛ *TIP - If you selected Add/Create New Party, a Search screen and a Party Information screen will follow. You MUST select a Role Type from the drop down menu on the Party Information screen.*
  - ☛ *TIP - If this is the first time you are appearing on behalf of this party, you will be asked to place a check in the box to create an association. Failure to place a check in the box results in the e:filer NOT receiving Notices of Electronic Filing in this case.*
- STEP 7** Upload the .pdf; click [NEXT]
- ☛ *TIP - Supporting documents such as a Certificate of Service or a Proposed Order should be uploaded as an attachment to the main pleading*

**STEP 8** Screen displays, *Default Judgment Against*. Enter the party name; click [NEXT]

**STEP 9** Confirm case information; click [NEXT]

**STEP 10** Docket text displays. Review for accuracy. If modification is necessary, abort the transaction and begin again. Modifications cannot be made on this screen.

SAMPLE DOCKET TEXT

*Request to Enter Default Judgment Against [free text] filed by Test Attorney on behalf of Test Client.*

**STEP 11** *Notice of Electronic Filing* displays.