

CAUSE NO. _____

CERTIFICATE FOR DEFAULT JUDGMENT
Checklist for Personal Service or Certified Mail

Before the court will set your default judgment, you must complete, sign, and file this form showing that you have satisfied all the prerequisites for a default judgment.

Service and Return

- The respondent was served via personal service by an authorized person. (TRCP 103)
- The respondent was served via certified mail by the clerk, and the green card on file shows that the respondent personally signed for it. (TRCP 103, 107(c))
- If the respondent was served outside Texas, the pleadings allege a basis for personal jurisdiction and a witness will testify at the default trial to facts that support jurisdiction. (Tex. Fam. Code § 6.305, § 102.011, and §§ 152.201-152.204).
- The answer date has passed and no answer or other appearance has been made.
- The return will have been on file for at least 11 days before the default judgment. (TRCP 107(h))

Paperwork that Must be Filed Before the Court can Enter Judgment

- A Nonmilitary Affidavit was filed on _____, (50 U.S.C. § 521)
- A written certificate of the respondent's last-known address was filed on _____, (TRCP 239a)
- If there is any property to be awarded, a sworn inventory and appraisal listing all assets and liabilities was filed on _____.

Preparing for the Default Trial

- All relief contained in the proposed default order is supported by the pleadings.
- All relief contained in the proposed default order will be supported by evidence admitted at the default trial.
- If the proposed default order contains provisions that differ from presumptions in the Family Code, sufficient evidence will be put on at the default trial to rebut the presumptions.
- I understand that conclusory prove-up testimony is not sufficient to support a default judgment.

SIGNED by Attorney for Petitioner: _____