

# SUPERIOR COURT OF CALIFORNIA COUNTY OF SAN FRANCISCO

400 McAllister Street, San Francisco, CA 94102

Phone: 415-551-4000 | Website: <https://sfsuperiorcourt.org>



## CHECKLIST FOR CLERK JUDGMENT – COMMON COUNTS

Case Number: \_\_\_\_\_

1. Were all named co-defendants, including DOES, defaulted or dismissed?  Yes  No
2. Venue
  - A. Is Venue proper?  Yes  No
  - B. Is it subject to CC 1801 (Unruh), CC 2981 (Rees Levering), CCP 395b?
    - a. If YES, is complaint verified and venue given?  Yes  No
    - b. If NO, is there a Declaration explaining why complaint not verified or venue given?  Yes  No

### 3. Principal

	<b>Requested</b>	<b>Awarded</b>
Principal in Prayer	\$ _____	\$ _____
(-) Less Credit	- \$ _____	- \$ _____
<b>Principal Awarded =</b>		\$ _____

### 4. Prejudgment Interest

	<b>Requested</b>	<b>Awarded</b>
Pre-Judgment Interest (10% if after 01-01-1986)	\$ _____	\$ _____
(Principal) x (interest) x (applicable rate) = interest; (# of years or months or weeks = rate)		

Date of breach: \_\_\_\_\_

**Amount of Pre-Judgment Interest Awarded =** \$ \_\_\_\_\_

### 5. Costs

	<b>Requested</b>	<b>Awarded</b>
Cost for filing fee	\$ _____	\$ _____
Process server	\$ _____	\$ _____
Process server is	<input type="checkbox"/> registered <input type="checkbox"/> exempt	
Other costs (Define: _____)	\$ _____	\$ _____
<b>Total Costs Awarded =</b>		<b>\$ _____</b>

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6. Attorney Fees

	<b>Requested</b>	<b>Awarded</b>
Amount	\$ _____	\$ _____

(Entitled if statute CC 1717.5(a) + (b) is stated- lesser of 25% of principal or \$800 for consumers; \$1,000 for all others)

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

\_\_\_\_\_  
Signature  
Printed Name: \_\_\_\_\_

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**FOR COURT USE ONLY**

Check if Summons, Proof of Service and Request to Enter Default are on file. If any discrepancies, **REJECT the Request to Enter Default**

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

Clerk: \_\_\_\_\_

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