⊘ Checklist: Getting default judgment

Use this checklist to follow the steps involved in getting a default judgment.

Tick on each box as you go.

Starting your case
⊘ Before you start

☐ Check that:
 	
    • it has been more than 28 days since the statement of claim was served and that it is less than nine months since it was filed
 	
    • the defendant has not filed a defence or acknowledgement of liquidated claim form.
 	
If it has been more than nine months since it was filed, you should check with the court to see if your case has been dismissed.

⊘ Get the affidavit of service form
☐ Get the person who served the statement of claim to complete and sign an affidavit of service form. If a process server served the statement of claim they should have completed an affidavit of service and sent it to you. You will not need an affidavit of service if the statement of claim was posted to the defendant by the court.
⊘ Prepare the forms

☐ You will need the following information:
 	
    • Your case number - you will find this on your stamped copy of the statement of claim
 	
    • How and when the statement of claim was served on the defendant
 	
    • The name of the person who signed the affidavit of service form and the date it was signed

- The amount of the debt when you filed the statement of claim (if your claim is for money)
- The amount of any payments made by the defendant since the statement of claim was served
- A re-calculated amount of interest to include the extra days between filing the statement of claim and signing the notice of motion (if your claim is for money)
- The amount you are claiming for filing and service fees.

☐ Sign the notice of motion in front of a lawyer or justice of the peace (JP). Sign the bottom of every page in the affidavit section.

⊘ File the forms

☐ Send or take the notice of motion and affidavit of service form to the local court where your statement of claim was filed.

If your claim is for money, you can also complete and file the forms online using the [NSW Online Registry](#).

☐ Keep a copy for your records.