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**IN THE COURT OF COMMON PLEAS PHILADELPHIA COUNTY
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
TRIAL DIVISION - CIVIL**

Plaintiff

v.

Case Number _____

Defendant

**PRAECIPE TO ENTER DEFAULT JUDGMENT
AND ASSESSMENT OF DAMAGES**

TO THE OFFICE OF JUDICIAL RECORDS: _

Please enter a default judgment in favor of Plaintiff(s), _____
Name(s)

_____ and against Defendant(s),

Name(s)

for failure to answer or otherwise respond to the Complaint.

1. The complaint was served upon Defendant(s) on _____ by _____
Date(s)

_____. A copy of the Proof of Service is attached hereto/ filed of record.
Manner of Service

2. A copy of the Notice pursuant to Pa.R.C.P. 237.1(2) is attached hereto. A

copy of the Certification of Service of the Notice is attached hereto.

3. Assess damages in the principal amount of \$ _____, being the
amount demanded in the Complaint.

Plaintiff Signature *Date*

Plaintiff Name

Person Filing this Document: _____

Name and Attorney ID (if applicable)

Street Address: _____

City, State, Zip Code: _____

Telephone: _____

Email Address: _____

**IN THE COURT OF COMMON PLEAS PHILADELPHIA COUNTY
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
TRIAL DIVISION - CIVIL**

Plaintiff

v.

Case Number _____

Defendant

**CERTIFICATION OF SERVICE OF NOTICE OF PRAECIPE TO
ENTER JUDGMENT OF DEFAULT**

On _____, the undersigned caused a copy of the Notice of
Date
Praecipe to Enter Judgment of Default to be served by _____
Manner of Service
upon Defendant(s) _____.
Name(s)

I verify that the facts are true and correct and understand that the statements made in this Certification have been made subject to the penalties of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities.

Plaintiff Signature

Date

Plaintiff Name

Person Filing this Document: _____
Name and Attorney ID (if applicable)

Street Address: _____

City, State, Zip Code: _____

Telephone: _____

Email Address: _____

**IN THE COURT OF COMMON PLEAS PHILADELPHIA COUNTY
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
TRIAL DIVISION - CIVIL**

_____ Case Number _____
Plaintiff

v.

_____ *Defendant*

AFFIDAVIT OF NON-MILITARY SERVICE

The above-named defendant(s) resides/reside at _____
Address

_____ and the defendant(s) is/are not in the
Military Service of the United States, nor any State or Territory thereof or its allies as defined in
the Servicemembers Civil Relief Act of 2003 and the amendments thereto.

Plaintiff Signature

Plaintiff Name

Sworn to and subscribed
Before me this ____ day
Of _____, _____.

Notary Public



OFFICE OF JUDICIAL RECORDS
 COURT OF COMMON PLEAS
 ROOM 284, CITY HALL PHILADELPHIA, PA 19107

ERIC FEDER
 DIRECTOR, OFFICE OF JUDICIAL RECORDS

COURT OF COMMON PLEAS PHILADELPHIA COUNTY

Plaintiff

v.

Case Number _____

Defendant

To: _____ (*Defendant*)
 (NOTE: Serve on unrepresented defendant or on defendant's attorney)

Date of Notice: _____

NOTICE, RULE 237.5
Notice of Praecipe to Enter Judgment by Default

IMPORTANT NOTICE

You are in default because you have failed to enter a written appearance personally or by attorney and file in writing with the Court your defenses or objections to the claims set forth against you. Unless you act within ten days from the date of this notice, a judgment may be entered against you without a hearing and you may lose your property or other important rights.

You should take this paper to your lawyer at once. If you do not have a lawyer, go to or telephone the office set forth below. This office can provide you with information about hiring a lawyer.

If you cannot afford to hire a lawyer, this office may be able to provide you with information about agencies that may offer legal services to eligible persons at a reduced fee or no fee.

Philadelphia Bar Association
 Lawyer Referral and Information Service
 1101 Market Street, 11th Floor Philadelphia, Pennsylvania 19107
 (215) 238-6333

NOTIFICACION IMPORTANTE

Usted está en defecto porque usted no ha podido entrar en un aspecto escrito, personalmente o mediante abogado y archivo por escrito ante el Tribunal sus defensas u objeciones a las alegaciones expuestas en su contra. A menos que usted actúa dentro de los diez días siguientes a la fecha de esta notificación, la resolución podrá ser en su contra sin una audiencia y usted puede perder su propiedad u otros derechos importantes.

Usted debe tomar este trabajo con su abogado a la vez. Si usted no tiene un abogado, vaya a o llamar por teléfono a la oficina se establece a continuación. Esta oficina puede proporcionarle información sobre la contratación de un abogado.

Si usted no puede permitirse el lujo de contratar a un abogado, esta oficina puede ser capaz de proporcionarle información acerca de las agencias que pueden ofrecer servicios legales a personas con derecho a una tarifa reducida o ninguna cuota.

Asociacion de Licenciados de Filadelfia
 Servicio de Referencia e Informacion Legal
 1101 Market Street, 11th Floor
 Filadelfia, Pennsylvania 19107
 (215)238-6333

If you have any questions concerning this notice, please call:

 (*Name of Attorney or Plaintiff*)

 (*Attorney's or Plaintiff's Address*)

at this telephone number: _____