

# Do you need to Finish Your Eviction because the tenant(s) didn't file an Answer?

(Default Judgment for **Monetary** Damages)

<b>Step 1</b>	<p><b>Complete the following forms</b> in blue or black ink:</p> <ul style="list-style-type: none"> <li>• Request for Entry of Default (CIV-100)</li> <li>• Declaration for Default Judgment By Court (UD-116)</li> <li>• Judgment—Unlawful Detainer (UD-110)</li> <li>• Writ of Execution (EJ-130)</li> </ul>
<b>Step 2</b>	<p><b>Copies:</b> Make <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 copies in addition to the original.</p>
<b>Step 3</b>	<p><b>Service:</b></p> <ul style="list-style-type: none"> <li>• You must serve an <b>unfiled</b> copy of the Request for Entry of Default (CIV-100) on the other party in your case or their attorney if they have one.</li> </ul> <p><i>“Service” means that someone, NOT YOU, who is <b>at least 18 years old</b> must <b>mail</b> a copy of your forms to the other party in the case. You can ask a friend, relative, etc. to serve (mail) the papers for you or you can look in the yellow pages and hire a “process server” to mail the papers for you for a fee.</i></p> <ul style="list-style-type: none"> <li>• <b>After the forms are mailed</b>, have the server (person who mailed the forms) sign item number “6” on the back side of the <b>Request for Entry of Default</b> form.</li> </ul>
<b>Step 4</b>	<p><b>File:</b> Turn in the original and copies of all the forms listed in Step 1 to the Clerk’s Office located at:</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <input type="checkbox"/> <b>191 North First Street</b>  <b>San Jose, CA 95113</b> </div> <div style="text-align: center;"> <input type="checkbox"/> <b>301 Diana Avenue</b>  <b>Morgan Hill, CA 95037</b> </div> </div> <p style="text-align: center;"><i>Monday-Friday from 8:30am to 4:00pm.</i></p> <ul style="list-style-type: none"> <li>• The clerk will file stamp the originals and copies and return the copies to you <i>except</i> the <b>clerk will not file stamp the Judgment form</b>. The clerk will keep it to give to the Judge for review and his/her signature.</li> <li>• Also, give the clerk a <b>self-addressed, stamped envelope</b> so that the court can mail you back a copy of the Judgment.</li> </ul>

*There is  
no fee*

Self-Help Center/Family Law Facilitator’s Office  
 Superior Court, County of Santa Clara  
 99 Notre Dame Avenue, San Jose, CA 95113  
 (408) 882-2926

[www.scscourt.org](http://www.scscourt.org)  
 Superior Court, County of Santa Clara

[www.courts.ca.gov/selfhelp](http://www.courts.ca.gov/selfhelp)  
 State of California Courts Self-Help