

# Did you sue someone and they did not file an Answer with the Court?

## (Clerk's Default and Judgment)

<b>Step 1</b>	<p><b>Complete the following forms</b> in blue or black ink:</p> <p><input checked="" type="checkbox"/> (CIV – 100) Request for Entry of Default (<b>Note: Do not fill out #6 on the form until step #3</b>)</p> <p><input type="checkbox"/> (CIV-050) Statement of Damages (<b>Note: for Personal Injury cases only</b>)</p> <p><input checked="" type="checkbox"/> (JUD – 100) Judgment</p>
<b>Step 2</b>	<p><b>Copies:</b></p> <p>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>• Mail 1 <b>copy</b> (not the original) of the CIV-100 [and CIV-050] to each of the people you are suing.</li> <li>• Complete #6 (on the <u>original</u> CIV-100) after mailing the copy/ies.</li> </ul>
<p><b>Step 4</b></p> <p><i>There is no filing fee.</i></p>	<p><b>File:</b></p> <p>Turn in the <b>original</b> of CIV-100 and JUD-100, <b>copies</b> of each form, and <b>1 self-addressed, stamped envelope for you and each of the people you are suing</b>, to the Clerk's office located at:</p> <p style="text-align: center;"> <input type="checkbox"/> 191 North First Street                      <input type="checkbox"/> 301 Diana Ave.,  San Jose, CA 95113    Morgan Hill, CA 95037 </p> <p style="text-align: center;"><i>Monday-Friday from 8:30am to 4:00pm</i></p>
<b>Step 5</b>	<p><b>What happens next:</b></p> <ul style="list-style-type: none"> <li>• After you properly turn in the forms: <ul style="list-style-type: none"> <li>☞ The Clerk's Office will return your processed paperwork.</li> <li>☞ Look at the bottom of the 2<sup>nd</sup> page of the Judgment. If the Judge signed it, your case is complete. Now you need to collect your judgment.</li> <li>☞ If this happens and you need help with collection, you can look at the self-help section of the <a href="http://www.courtinfo.ca.gov">www.courtinfo.ca.gov</a> website or return to the Self Help Center to pick up our handout on "Collecting Your Judgment."</li> </ul> </li> </ul>

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