

By: _____

Address: _____

Telephone: (____) ____ - _____

Plaintiff(s)

vs.

Defendant(s)

PHILADELPHIA COUNTY
COURT OF COMMON PLEAS
TRIAL DIVISION – CIVIL

_____ Term, _____
(month) (year)

No. _____
(4 digits)

**PRAECIPE TO ENTER DEFAULT JUDGMENT
DAMAGES TO BE ASSESSED BY THE COURT**

TO THE OFFICE OF JUDICIAL RECORDS:

Please enter a default judgment in favor of Plaintiff(s), _____,
and against Defendant(s), _____, for failure to answer or otherwise
respond to the Complaint.

1. The complaint was served upon Defendant(s) on _____ by _____
(manner of service)

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

3. 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.

4. Damages to be assessed by the Court.

Plaintiff

By: _____

Address: _____

Telephone: (____) ____ - _____

Plaintiff(s)

vs.

Defendant(s)

PHILADELPHIA COUNTY
COURT OF COMMON PLEAS
TRIAL DIVISION – CIVIL

_____ Term, _____
(month) (year)

No. _____
(4 digits)

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

On _____, the undersigned caused a copy of the Notice of Praeipce to Enter Judgment of Default to be served by _____ upon Defendant(s) _____.
(manner of service)

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

By: _____

Address: _____

Telephone: (____) ____ - _____

Plaintiff(s)

vs.

Defendant(s)

PHILADELPHIA COUNTY
COURT OF COMMON PLEAS
TRIAL DIVISION – CIVIL

_____ Term, _____
(month) (year)

No. _____
(4 digits)

AFFIDAVIT OF NON-MILITARY SERVICE

The above-named defendant resides at _____ and the defendant is 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

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 |
| <i>Plaintiff</i> | : | (Philadelphia County) |
| | : | |
| | : | _____ Term, 20 _____ |
| vs. | : | |
| | : | No. _____ |
| _____ | : | |
| <i>Defendant</i> | : | |

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: _____