LCRLJ 6
DEFAULT JUDGMENTS (No Appearance by Defendant)

(a) All necessary papers required for entry of a default judgment shall be filed at the same time as the motion for default judgment, unless extended by court order to correct a clerical error or omission or for furnishing of any proof required by the court.

(b) Default judgments shall be subject to the following:

(1) No default judgment shall be granted except upon motion by plaintiff's counsel of record, or if none, by motion of plaintiff.

(2) No default shall be granted except upon proof satisfactory to the court. The court shall require at least the following to be on file with the motion for default judgment, unless otherwise excused by the court for good cause:

(i) on assigned causes of action, the assignment instrument

(ii) on causes of action based on open account where the complaint is not specific, a written statement of account setting forth all charges and credits and the dates thereof, the nature of merchandise or services furnished, and a statement of any interest or surcharges which are included;

(iii) on causes of action on retail sales contract, chattel mortgage, or conditional sales contract, the original contract (or a copy if the original has been filed with a government agency). Where applicable, an automobile title or bill of sale must be filed;

(iv) on causes of action for rent based on an oral lease, a statement of account similar to that required in actions on open account. If any claim is made for damages or repairs to premises, such claim must be itemized separately;

(v) on causes of action based on a negotiable instrument, the original negotiable instrument.

(vi) on causes of action for rent based on a written lease, a copy of the lease and a statement of account as in subsection (b)(2)(ii) of this Rule;

(vii) on causes of action based on all other contracts, oral testimony to prove performance may be required, together with filing of a copy of the contract if written, and filing or proving the items of account and any credits;

(viii) on causes of action for tort, the proof required shall be the same as required above for proving contract balances except that the following additional proof of the amount of damage shall be required:

Property damage may be proved by repair bills or estimates;

Loss of use claims, loss of wages, and pain and suffering shall be proved by oral testimony;

Hospital, and doctor bills may be proved by written bills, whether paid or not.

(3) No judgment for interest shall be allowed unless there is on file proof of the factors necessary for computation of interest including applicable dates, rate of interest, amounts subject to interest, and a computation of the total interest claimed due.

(4) Plaintiff shall file a stamped addressed envelope with the last known address of the defendant at the time the motion for default judgment is made. No more than fifteen (15) days following the entry of the default judgment, the clerk of court shall mail a copy of the judgment to the defendant.