

CAUSE NO. \_\_\_\_\_

**CERTIFICATE FOR DEFAULT JUDGMENT**  
**Checklist for Personal Service or Certified Mail**

Before the court will set your default judgment, you must complete, sign, and file this form showing that you have satisfied all the prerequisites for a default judgment.

**Service and Return**

- The respondent was served via personal service by an authorized person. (TRCP 103)
- The respondent was served via certified mail by the clerk, and the green card on file shows that the respondent personally signed for it. (TRCP 103, 107(c))
- If the respondent was served outside Texas, the pleadings allege a basis for personal jurisdiction and a witness will testify at the default trial to facts that support jurisdiction. (Tex. Fam. Code § 6.305, § 102.011, and §§ 152.201-152.204).
- The answer date has passed and no answer or other appearance has been made.
- The return will have been on file for at least 11 days before the default judgment. (TRCP 107(h))

**Paperwork that Must be Filed Before the Court can Enter Judgment**

- A Nonmilitary Affidavit was filed on \_\_\_\_\_ . ([50 U.S.C. § 521](#))
- A written certificate of the respondent's last-known address was filed on \_\_\_\_\_ . (TRCP 239a)
- If there is any property to be awarded, a sworn inventory and appraisal listing all assets and liabilities was filed on \_\_\_\_\_ .

**Preparing for the Default Trial**

- All relief contained in the proposed default order is supported by the pleadings.
- All relief contained in the proposed default order will be supported by evidence admitted at the default trial.
- If the proposed default order contains provisions that differ from presumptions in the Family Code, sufficient evidence will be put on at the default trial to rebut the presumptions.
- I understand that conclusory prove-up testimony is not sufficient to support a default judgment.

SIGNED by Attorney for Petitioner: \_\_\_\_\_