

SUPERIOR COURT OF CALIFORNIA COUNTY OF SAN FRANCISCO

400 McAllister Street, San Francisco, CA 94102

Phone: 415-551-4000 | Website: <https://sfsuperiorcourt.org>



CHECKLIST FOR CLERK/COURT JUDGMENT – CONTRACT

Case Number: _____

1. Were all named co-defendants defaulted/dismissed? Yes No
 A. If NO, explain: _____

2. Is there a written original contract? Yes No
 A. If NO, is there a Declaration of unavailability of original contract? Yes No

3. Is there a promissory note if no contract? Yes No

4. Is there a disclosure statement (store/bank credit cards) if no contract? Yes No

5. Is there a signed credit application if no contract? Yes No

6. If none of the above, explain: _____

7. Was principal requested in prayer? Yes No

8. Is plaintiff an assignee or insurance company? Yes No

9. Is there a declaration justifying higher costs? Yes No

10. Principal

| | Requested | Awarded |
|---------------------|----------------------------|-----------------|
| Principal in Prayer | \$ _____ | \$ _____ |
| (-) Less Credit | - \$ _____ | - \$ _____ |
| | Principal Awarded = | \$ _____ |

Contract entered on (date): _____ Contract breached on (date): _____

Case Number: _____

11. Prejudgment interest

| | Requested | Awarded |
|----------------------|------------------|----------------|
| Prejudgment interest | \$ _____ | \$ _____ |

Applicable rate: _____ % in prayer _____ % by Court
 (_____ % x \$ _____ principal ÷ 365 days x _____ days from breach to judgment)

Amount of Pre-Judgment Interest Awarded = \$ _____

12. Costs

| | Requested | Awarded |
|--------------------------------|---|----------------|
| Cost for filing fee | \$ _____ | \$ _____ |
| Process server | \$ _____ | \$ _____ |
| Process server is | <input type="checkbox"/> registered <input type="checkbox"/> exempt | |
| Other costs (Define: _____) | \$ _____ | \$ _____ |

Total Costs Awarded = \$ _____

13. Attorney Fees

| | |
|---|--|
| Does contract have attorney fees clause? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Does complaint allege Unruh Act? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Does complaint allege "book account" but no written contract? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is there a Declaration if attorney fees are more than schedule? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| | Requested | Awarded |
|---------------------------|------------------|----------------|
| Amount of attorney fees** | \$ _____ | \$ _____ |

Total amount of attorney fees awarded by Court = \$ _____

****If more than schedule, Clerk Judgment will be converted to a Court Judgment**

Date: _____

Signature _____

Printed Name: _____

FOR COURT USE ONLY

Date: _____

Clerk: _____