

Plaintiff: (Name/Address/Phone)	Case Number:	Defendant: (Name/Address/Phone)
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INSTRUCTIONS FOR FILING AFFIDAVIT OF DEFAULT

1. You are required by law to notify the Defendant(s) and their attorneys in this action that they are being defaulted, by mailing them a copy of this application and affidavit.
2. If you do not know the whereabouts of the Defendant(s) and their attorneys, it is necessary to mail them a copy of the default at their last known address.
3. This default will not become effective until ten (10) working days and/or five (5) mailing days from the date of filing the affidavit.

WARNING

If the information you have given on the affidavit is incorrect, your default may be set aside and, in addition, you could be subject to criminal or civil penalties for perjury.

IF YOU ARE GIVEN A HEARING DATE TO OBTAIN YOUR DEFAULT JUDGMENT, YOU SHOULD CALL THE COURT AT (928) 669-2504 THE DAY PRIOR TO THE HEARING DATE TO INQUIRE IF AN ANSWER HAS BEEN FILED. IF AN ANSWER HAS BEEN FILED, THE HEARING DATE WILL BE VACATED AND A TRIAL NOTICE WILL BE SENT TO ALL PARTIES.

CERTIFICATE OF MAILING

A copy of the Affidavit of Default was mailed to:

Plaintiff _____

Plaintiff's Attorney _____

Defendant _____

Defendant's Attorney _____

Date of Mailing: _____

Mailed by: _____