



**Circuit Court Nineteenth  
Judicial Circuit Lake  
County, Illinois**

**Standing Order for Proving Up Actions in Debt  
for Arbitration**

- A. Prove ups for Default Judgments should be set at 9:00am on the contested call. This will ensure that the file is present in the courtroom.
- B. The moving party shall send notice to the last known address of the defaulted party by regular mail of the order setting the matter for prove-up or Notice of Motion of same [even if that party never appeared, as well as to all other parties in the case]. A proof of service of that order [or Notice of Motion] must be filed on or before the prove-up date.
- C. Plaintiffs proving up a default judgment for an action in debt should be prepared to present:
1. Proof of Service of the setting Order or Notice of Motion(s) with Certificate of Service;
  2. Affidavit of Military Service with attached U.S. Department of Defense website printout (current within six (6) months);
  4. Signed affidavit of prove-up specifically referencing the alleged debt of the defendant/s against which judgment is sought attached to and incorporated by express reference within the motion for default; and
  5. Affidavit of attorney's fees and costs (all fees must be reasonable; fees sought in excess of \$1,000 must be supported by a time and task affidavit); and
  6. Any and all assignments or other documents (as applicable) demonstrating the movant's standing to obtain judgment; and
  7. Proposed Orders. (Note: The order of judgment must include a provision requiring that the movant mail a copy of the order within three (3) days to the last known address of the defendant/s).

Dated this 31<sup>st</sup> day of January, 2022

S/ Donna-Jo Vorderstrasse  
Associate Judge



**Circuit Court Nineteenth  
Judicial Circuit Lake  
County, Illinois**

**Standing Order for Default Motions  
for Arbitration**

See other side

Motions for Default Judgment.

- A. Motions for Default Judgment should be set at 9:00am on the contested call. This will ensure that the file is present in the courtroom.
- B. The moving party shall send notice by regular mail of the motion for default to the party sought to be defaulted even if that party never appeared, as well as to all other parties in the case. The notice should be directed to the last known address of the alleged defaulting party.
- C. If a default order is entered, a subsequent prove-up date is usually set and the movant is required to send a copy of the default order including the prove-up date to the defaulted party, as well as to all other parties in the case. A proof of service of that order must be filed on or before the prove-up date.
- D. An Affidavit as to Military Service concerning the party sought to be defaulted is required at prove-up.  
[See other side.]

Dated this 31<sup>st</sup> day of January, 2022.

S/Donna-Jo Vorderstrasse  
Associate Judge