



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

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

A. Prove ups for Default Judgments should be set at 9:00 a.m. on the uncontested call.

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);
3. Signed affidavit of prove-up specifically referencing the alleged debt of the defendant/s as to which judgment is sought, attached to and incorporated by express reference within the motion for default; and
4. 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
5. Any and all assignments or other documents (as applicable) demonstrating the movant's standing to obtain judgment; and
6. 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).

D. Any Actions by a Collection Agency

At prove-up, any actions by a collection agency, within the meaning of The Collection Agency Act, 225 ILCS 425/1 *et seq.*, must be supported by an affidavit attesting to the date of the licensure of the agency or agencies, and to the fact that the agency or agencies were licensed at the time of the assignments(s) and at the time the complaint was filed.

Dated this 3<sup>rd</sup> day of October, 2022

S/ Jacquelyn D. Melius  
Jacquelyn D. Melius  
Associate Judge