



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 9:15am on the contested 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);
 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 15th day of August 2024.

/s/ Joseph V. Salvi
Circuit Judge