

JOURNAL ENTRY INSTRUCTIONS

In order to assist the Clerk's Office, the following instructions will be helpful:

1. Please use blue or black ink when filling out the form.
2. Please put case number, names and amounts in **BOLD** print.
3. Only the original of the Journal Entry should be submitted if the Plaintiff is represented by an attorney. If the Plaintiff is a pro se litigant, then the pro se Plaintiff may submit a copy with the original and the copy will be returned to the pro se Plaintiff if a self-addressed and stamped envelope is provided. The original Journal Entry should be paper clipped (not stapled - it will be scanned).
4. When completing the form for a no return / no service case, the attorney or pro se Plaintiff must circle either "no return" or "no service".
5. If the "Journal Entry" (lower) portion of the form has been filled out but the attorney or pro se Plaintiff does not wish to enter judgment, an "X" should be placed through the lower portion of the form and the attorney or pro se Plaintiff should initial that change. If the lower portion of the form is filled out and not crossed out, judgment will be entered for the amounts indicated.
6. If the attorney or pro se Plaintiff is going to submit a journal entry at a later time, the form must indicate whether the case is currently a default, a consent judgment or a dismissal and then "Journal entry to be submitted" should be noted below the dismissal portion of the form.
7. All Journal Entry forms **must be signed** by the attorney or pro se Plaintiff before returning to the clerk for the Judge to sign.
8. If Plaintiff does not have their own Journal Entry on the Answer date, blank forms will be provided by the Clerk's Office for Plaintiff to fill out.