

SUPERIOR COURT OF CALIFORNIA
COUNTY OF VENTURA

CIVIL DIVISION

**INSTRUCTIONS FOR OBTAINING A CLERK'S DEFAULT
JUDGMENT (POSSESSION ONLY) UNLAWFUL DETAINER**

1. You must submit the following documents:
 - A. The PROOF OF SERVICE for each defendant for whom a default is requested.
 - B. REQUEST TO ENTER DEFAULT naming each defendant for whom the default is requested. Copies of the request must have been mailed to each defendant as listed.
 - C. A completed original and one copy of the JUDGMENT CIVIL.

2. You may submit the WRIT OF EXECUTION FOR POSSESSION OF REAL PROPERTY (Original and two copies) along with an APPLICATION AND DECLARATION FOR ISSUANCE OF WRIT OF POSSESSION with a check payable to the Ventura Superior Court in the amount of \$25.00. Complete the writ with the exception of the date of entry of judgment. The clerk will complete this after the judgment is entered.

3. After the clerk enters the default judgment, your conformed copies will be returned to you in the following manner.
 - A. At the counter while you wait.
 - B. Provide a STAMPED, SELF-ADDRESSED ENVELOPE for the return of your copies.