

UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF NEW YORK

\_\_\_\_\_  
\_\_\_\_\_  
Write the first and last name of each plaintiff.

Case No. \_\_\_\_\_ CV \_\_\_\_\_

-against-

**DECLARATION OF  
SUM CERTAIN**

\_\_\_\_\_  
\_\_\_\_\_  
Write the first and last name of each defendant.

**ONLY COMPLETE THIS FORM IF YOU SEEK A SUM CERTAIN**

I, \_\_\_\_\_, declare that this action seeks judgment in an amount that is sum certain. This sum certain amount includes the following:

1. Principal amount of \$\_\_\_\_\_, plus interest at \_\_\_\_\_ percent, for a total amount of \$\_\_\_\_\_.
2. Litigation costs, which include the filing fees for this action, in the amount of \$\_\_\_\_\_, and costs associated with the use of a process server service in the amount of \$\_\_\_\_\_.

**The total judgment amount as of \_\_\_\_\_, 20\_\_\_\_ \$\_\_\_\_\_.**

This amount is due to the plaintiff from defendant \_\_\_\_\_.

This declaration complies with Rule 55(b)(1) of the Federal Rules of Civil Procedure and Local Civil Rule 55.2(b).

\_\_\_\_\_  
Executed on (date)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Prison Identification # (if incarcerated)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Telephone Number (if available)

\_\_\_\_\_  
E-mail Address (if available)

UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF NEW YORK

\_\_\_\_\_  
\_\_\_\_\_  
Write the first and last name of each plaintiff.

Case No. \_\_\_\_\_ CV \_\_\_\_\_

-against-

**DECLARATION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Write the first and last name of each defendant.

I, \_\_\_\_\_, declare the following:

1. The Clerk of Court entered judgment on \_\_\_\_\_.
2. Defendant \_\_\_\_\_ is not an infant or incompetent.
3. Defendant \_\_\_\_\_ is not currently serving in the  
United States military.

\_\_\_\_\_  
Executed on (date)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Prison Identification # (if incarcerated)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Telephone Number (if available)

\_\_\_\_\_  
E-mail Address (if available)

UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF NEW YORK

\_\_\_\_\_  
\_\_\_\_\_  
Write the first and last name of each plaintiff.

Case No. \_\_\_\_\_ CV \_\_\_\_\_

-against-

**CERTIFICATE OF SERVICE**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Write the first and last name of each defendant.

I, \_\_\_\_\_ ,  
affirm that the foregoing documents have been personally served on  
\_\_\_\_\_ or mailed to the last  
known address of \_\_\_\_\_  
at \_\_\_\_\_.

\_\_\_\_\_  
Executed on (date)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Prison Identification # (if incarcerated)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Telephone Number (if available)

\_\_\_\_\_  
E-mail Address (if available)