

UNITED STATES DISTRICT COURT  
UNITED STATES COURTHOUSE  
300 QUARROPAS STREET, CHAMBERS 533  
WHITE PLAINS, NY 10601-4150

CHAMBERS OF  
HON. KENNETH M. KARAS

**MEMORANDUM TO ALL LITIGANTS**

**Re: Individual Rules of Practice for Default Judgment Proceedings**

**Date: August 14, 2019**

1. Prepare an Order To Show Cause for Default Judgment (the “Order”) and make the Order returnable before Judge Karas in Courtroom 521 of the United States Courthouse, White Plains, New York. Leave blank the date and time of the conference, which Judge Karas will set when he signs the Order.
2. Attach the following papers to the Order:
  - a. a proposed default judgment;
  - b. statement of damages;
  - c. an attorney’s affidavit setting forth:
    - (i) why a default judgment is appropriate, including a description of the method and date of service of the original summons and complaint;
    - (ii) whether, if the default is applicable to fewer than all of the defendants, the Court may appropriately order a default judgment on the issue of liability and/or damages prior to resolution of the entire action;
    - (iii) the proposed damages and the basis for each element of damages including interest, attorney’s fees, and costs; and
    - (iv) legal authority for why an inquest would be unnecessary;
  - d. copies of all of the pleadings;
  - e. a copy of the affidavit of service of the original summons and complaint;
  - f. and, if failure to answer is the basis for the default, a Certificate from the Clerk of Court stating that no answer has been filed.
3. File the Order (with all attachments) electronically on ECF. The Clerk’s Office will review and approve the Order for form.

4. After the Clerk approves the Order, the Clerk will send the papers to Chambers.
5. After Judge Karas signs the Order, the Court will provide you with a conformed copy to serve on the defendant.
6. Prior to the return date, file the affidavit of service on the defendant of a conformed copy of the Order. The affidavit must be filed electronically on ECF.