

**HELP FILE #4**  
**SUBMITTING A FINAL JUDGMENT IF YOUR COMPLAINT IS FOR REASONS**  
**OTHER THAN NON-PAYMENT OF RENT**

**NOTICE:**

**Information or forms provided by the Clerk of Circuit Court should be considered as basic information only and may not be applicable to every situation. The information is not intended to be used as legal advice. Specific guidance as to how to proceed with filing a lawsuit or answering a lawsuit and questions about your particular situation should be directed to a qualified attorney.**

If the tenant does **not** file an answer, you would complete the forms listed below:

1. (Form [COCV 1215](#)) Motion for Default
2. (Form [COCV 1240](#)) Affidavit in Proof of Claim and Non-Military Service  
Complete all information required in the form. You need to sign this form before a notary public or a deputy clerk. There is a fee charged if the oath and notarization is performed by a deputy clerk and proper identification is required.
3. (Form [COCV 1774](#)) Judgment for Possession - Count I  
Complete all information required in the form. Check one of two lines directing when the writ of possession shall issue. Print or type in the amount of court costs expended(filing fee and cost for service of the summons).
4. (Form [COCV 1239](#)) Writ of Possession  
Complete all information required in the form. Print or type the name, address and telephone number of person to be contacted by the deputy on the lines at the lower left side of the form. This person will be contacted at the time the writ of possession is enforced

If the tenant **files** an answer, you must prepare and file a Request for Hearing. No preprinted forms are available. After a hearing, form [COCV 1774](#) and form [COCV 1239](#) may need to be completed.

**ALL COMPLETED FORMS ARE FILED WITH THE CLERK, COUNTY CIVIL DIVISION,  
AND ARE SUBMITTED TO THE JUDGE FOR REVIEW.**