

Report to Lexington County Bar Association

August 20, 2008

By: Adrian L. Falgione

(Circuit Court)

The following are items of concern that have been expressed by the Honorable R. Knox McMahon Chief Judge for Administrative Purposes:

1. Multi-page Orders are being submitted for the Judge's signature in which the only information on the last page is the signature line for the Judge. It is preferable and necessary that more identifying information concerning the proposed order or document be included on the last page together with the signature line for the Judge so that if separated the signature page can be positively identified with the appropriate document;
2. The use of Scheduling Orders is helpful and attorneys are encouraged to utilize the same;
3. Attorneys are reminded that it is their responsibility to continuously check the Rosters so they may be prepared for trial and attend the appropriate Roster Meetings;
4. When requesting a Default Judgment the attached Default Judgment checklist should be utilized and copies of the original documents identified on the checklist included with any proposed Order for the Judge's signature.

**DEFAULT JUDGMENT CHECKLIST**

**CASE NUMBER:** \_\_\_\_\_

**(If needed) - Atty. Name & Number:** \_\_\_\_\_

ORDER - \_\_\_\_\_

Motion for Default Judgment- \_\_\_\_\_

Affidavit of Default - \_\_\_\_\_

Affidavit of Attorney Fees - \_\_\_\_\_

Affidavit of Non-Military Service- \_\_\_\_\_

10 days after service (Affidavit of Service) - \_\_\_\_\_

Signature on all copies - \_\_\_\_\_

Complete \_\_\_\_\_