

CHAMBERS OF  
HON. KENNETH M. KARAS

**Individual Rules of Practice  
FOR DEFAULT JUDGMENT PROCEEDINGS**

1. Prepare an Order to Show Cause for default judgment 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 to Show Cause:
  - a. 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;
  - b. a proposed default judgment;
  - c. copies of all of the pleadings;
  - d. a copy of the affidavit of service of the original summons and complaint;
  - e. 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. Take the Order to Show Cause (with all attachments) for approval to the Clerk's Office (First Floor, United States Courthouse, White Plains, New York).
4. After the Clerk approves the Order to Show Cause, bring the papers to Chambers 533 for the Judge's signature.
5. After the Judge signs the Order, Chambers 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. For ECF cases, the affidavit of service must be filed electronically on the ECF system.
7. Prior to the return date, take the proposed judgment, separately backed, to the Clerk's Office for the Clerk's approval. The proposed judgment, including all damage and interest calculations, must be approved by the Clerk prior to the conference and then brought to the conference for the Judge's signature.