



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF THE TRIAL COURT
John Adams Courthouse
One Pemberton Square, Floor 1M
Boston, Massachusetts 02108
617-878-0203

Paula M. Carey
Chief Justice of the Trial Court

Jonathan S. Williams
Court Administrator

To: Paul C. Dawley, Chief Justice of the District Court Department
Roberto Ronquillo, Jr., Chief Justice of the Boston Municipal Court Department
Judith Fabricant, Chief Justice of the Superior Court Department

From: Paula M. Carey, Chief Justice of the Trial Court

Date: December 13, 2018

Re: *Trial Court Standing Order No. 1-19*

Trial Court Standing Order No. 1-19, Promulgation of Mandatory Forms to Be Used with Mass. Rule. Civ. P. 8.1 and Rule 55.1 is hereby approved with an effective date of January 1, 2019.

Pursuant to Trial Court Rule V, Trial Court Standing Order No. 1-19 will be submitted to Massachusetts Lawyers Weekly for publication.

Please ensure that a copy of the Standing Order is posted in the Office of Clerk and Clerk-Magistrate of the Boston Municipal, District and Superior Court Departments at least 15 days prior to its effective date of January 1, 2019. In addition, Trial Court Standing Order No. 1-19 is to be added to the index and file of all standing orders in effect in the Boston Municipal, District and Superior Court Department in the office of each Clerk and Clerk-Magistrate.

STANDING ORDER NO. 1-19

**PROMULGATION OF MANDATORY FORMS TO BE USED WITH
MASS. RULE. CIV. P. 8.1 AND 55.1**

EFFECTIVE JANUARY 1, 2019

1. The following forms, copies of which are attached hereto, are hereby prescribed for use in the Trial Court in conjunction with Mass. R. Civ. P. 8.1 and 55.1:
 - Affidavit Regarding Debt (Mass. R. Civ. P. 8.1(c))
 - Affidavit Providing Documentation of Debt (Mass. R. Civ. P. 8.1(d))
 - Affidavit of Address Verification (Mass. R. Civ. P. 8.1(e))
 - Certification Regarding Statute of Limitations (Mass. R. Civ. P. 8.1(f))
 - Affidavit of Compliance and Plaintiff's Entitlement to Judgement (Mass. R. Civ. P. 55.1(b)(1))
 - Notice to Parties of Non-Entry of Default (Mass. R. Civ. P. 55.1(b)(2))
 - Affidavit of Address Re-Verification Upon Request for Default Judgment (Mass. R. Civ. P. 55.1(d))
 - Statement of Damages (G.L. c. 218, § 19A(a)) (for use in District Court and Boston Municipal Court)
 - Civil Action Cover Sheet (for use in Superior Court)

2. These forms will be posted as PDF fillable forms on the mass.gov website.