Interrogatories and Requests for Production - Blank preview

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[DRAFT NOTICE: Draft prepared with self-help software. Not legal advice. Have an attorney review before filing. Delete this note before you sign.]

[Name of court]
[County, district, or division, if your court's captions include one; otherwise delete this line]
Case No. [Case number]
[Name of first party], [Plaintiff or Petitioner]
v.
[Name of second party], [Defendant or Respondent]

[FIRST, SECOND, ETC.] SET OF INTERROGATORIES AND REQUESTS FOR PRODUCTION OF DOCUMENTS

TO: [Name of the party receiving these requests, and their attorney's name and address, if any]

[Your full name], [Your role in the case, such as Petitioner or Respondent], self-represented, serves these interrogatories and requests for production on [name of the receiving party] under [the discovery rule your court uses; cite it yourself and verify it]. Written answers, written responses, and the requested documents are due within [number] days after service, or by any other deadline set by the applicable rules or a court order.

Definitions

1. "You" and "your" mean [name of the receiving party].
2. "Document" means [define the term as you intend it to be used in these requests].
3. [Add any other definitions you use, or delete this paragraph.]

Instructions

4. These requests cover the period from [start date] to [end date].
5. [Add any instructions about the format or delivery of documents, such as electronic copies by email, or delete this paragraph.]

Interrogatories

INTERROGATORY NO. 1: [Write one clear question.]

INTERROGATORY NO. 2: [Write one clear question.]

INTERROGATORY NO. 3: [Write one clear question.]

[Add or remove interrogatories as needed. Some courts limit the number of interrogatories a party may serve; check your court's rules. Delete this note before you sign.]

Requests for Production of Documents

Produce the following documents at [place, email address, or other method of delivery] on or before [date]:

REQUEST FOR PRODUCTION NO. 1: [Describe one category of documents clearly enough for the other party to identify them.]

REQUEST FOR PRODUCTION NO. 2: [Describe one category of documents.]

REQUEST FOR PRODUCTION NO. 3: [Describe one category of documents.]

[Add or remove requests as needed. If you are serving only interrogatories or only requests for production, delete the other section and adjust the title. Delete this note before you sign.]

Served by:

[Your full name]
[Your role in the case, such as Petitioner or Respondent], self-represented
[Mailing address where you receive court papers]
[Phone number]
[Email address]
Date: [Date you sign]

Certificate of Service

I certify that on [date of service], I served a copy of this set of interrogatories and requests for production on each person listed below by [method of service your court's rules allow, such as mail, hand delivery, email, or electronic filing service].
[Name of each person served, and the mailing address or email address used for service]

[Your full name]
Date: [Date you sign this certificate]