Responses to Discovery Requests - 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]

RESPONSES OF [YOUR FULL NAME] TO [TITLE OF THE DISCOVERY REQUESTS]

TO: [Name of the party who served the 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, responds to the [title of the discovery requests] served on [date of service] as follows.

General Statement

[State anything that applies to all of your responses, such as the date range you searched for documents, or delete this section.]

Responses

REQUEST NO. 1: [Copy the request exactly as written.]

RESPONSE: [Write your answer, response, or objection in your own words.]

REQUEST NO. 2: [Copy the request exactly as written.]

RESPONSE: [Write your answer, response, or objection in your own words.]

REQUEST NO. 3: [Copy the request exactly as written.]

RESPONSE: [Write your answer, response, or objection in your own words.]

[Add a request-and-response pair for each request served on you, numbered as in the requests. Delete this note before you sign.]

Documents Provided

[If you are providing documents, list them or describe how they are being provided, such as page numbers or file names; otherwise delete this section.]

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]

Verification

I, [Your full name], [state under penalty of perjury under the laws of (name of state), OR state under oath before a notary; keep the form your court accepts] that I have read the foregoing responses, and that the facts stated in the responses are true of my own knowledge, except for matters stated on information and belief, and as to those matters I believe them to be true.

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

[Notary section: keep it only if your court requires a notarized verification, and sign in front of the notary. The notary may use the form their state requires. Delete this note before you sign.]

State of [state where signed], County of [county where signed]. Sworn to (or affirmed) and subscribed before me on _____ by [Your full name].

Notary Public
Printed name: _____
My commission expires: _____

Certificate of Service

I certify that on [date of service], I served a copy of this set of responses 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]