Response/Reply Outline - Blank preview

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Response / Reply Outline

Responding to: [the motion or filing you are answering]
Prepared: [Date]

A private working outline. Turn each answered point into a paragraph of your response when you're ready to file.

What They Are Asking For

* [Summarize, in your own words, what the other side wants the court to do.]

Their Points and My Response

1. They say: [Quote or paraphrase their first point.]
My response: [Your factual answer. Cite an exhibit or date if you have one.]

2. They say: [Their next point.]
My response: [Answer.]

3. They say: [Their next point.]
My response: [Answer.]

What I'm Asking the Court to Do

* [State clearly what you want the court to order after considering your response.]

Exhibits / Evidence to Cite

* Exhibit [#]: [what it shows and which point it supports]
* Exhibit [#]: [what it shows]