

Instructions: Requests for Documents

This packet provides general guidance about requesting documents from another party in the case.

WHEN TO REQUEST DOCUMENTS

1. **Figure out when you can first make requests.** When the case was filed, the Clerk issued a document called an Initial Scheduling Order, which set the date of the Case Management Conference. Normally, you can serve discovery (such as these document requests or written questions) after this Conference, though the Court may set a different deadline at the Conference.
2. **Figure out the discovery deadline.** After the Conference, the Court will send out an updated Scheduling Order setting the discovery “cutoff.” You must send your final set of requests 33 days before the discovery cutoff (or hand-serve 30 days before).

HOW TO COMPLETE THIS REQUEST FOR PRODUCTION OF DOCUMENTS TEMPLATE

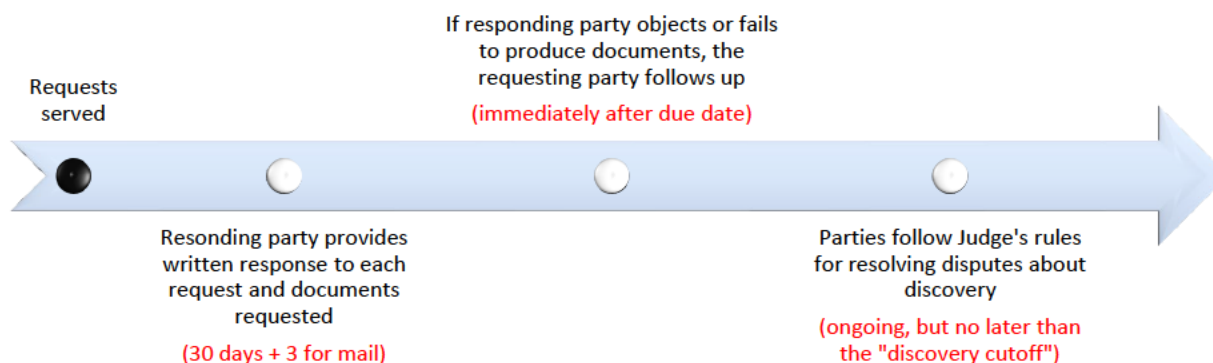
- Fill in the case information.** Fill in all blanks on the first page.
- Review the Definitions section.** Review the standard definitions, and add in any definitions specific to your case that will make it easier to understand your Requests.
- Write your own Requests.** Write simple requests for categories of documents that are relevant to your case. There is not a specific limit on the number of requests, but the other party may object if responding would cause an unfair burden.
- Review, number the pages and sign.** Read the entire document to make sure your Requests are clear and focused on this case. Count the number of pages. On each page, write in the page number and the total. Sign and date.
- Prepare the Certificate of Service.** Each document that you file must be “served” on each other party, usually by sending it in the mail. Follow the instructions on the Certificate of Service.
- Mark your calendar.** The responding party has 30 days (33 days if you serve by mail) to send you a written response and copies of the documents.

SERVING YOUR REQUESTS

1. **Make copies.** Once the documents are complete, make one copy for each party to the case.
2. **Serve the Requests.** Be sure the Requests and Certificate are served on each party. ***Do not send a copy to the Court.***

TIMELINE: AFTER REQUESTS ARE SERVED

The timeline below lists what generally happens after Requests for Production are served.



STAY UP TO DATE

1. **Update your contact information.** File a notice with the Clerk right away if your address, email, or phone number changes, or you may miss important deadlines, causing you to lose your case.
2. **Check your mail.** Be sure to check regularly for documents from the Court and opposing side.
3. A list of all of the documents that have been filed, and (usually) the documents themselves can be viewed online.

UNDERSTANDING THE LAWS AND RULES

1. **Federal Rules of Civil Procedure.** These Rules explain the procedures from filing through trial for all civil cases in the federal courts across the country, and are available at <http://www.uscourts.gov/sites/default/files/rules-of-civil-procedure.pdf>.
2. **Local Rules.** The Local Rules follow the same numbering as the Federal Rules of Civil Procedure, but generally provide more detail. They apply in this District only, and are available at <http://www.nvd.uscourts.gov/localrules/civil>.

1 Your name: _____

2 Address: _____

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4 Phone Number: _____

5 E-mail Address: _____

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**UNITED STATES DISTRICT COURT
DISTRICT OF NEVADA**

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Case Number: _____

**RESPONSE TO REQUESTS FOR
PRODUCTION OF DOCUMENTS FROM**
[name of responding party]

Plaintiff,

vs.

Defendant.

SET NO. _____

INSTRUCTIONS

Pursuant to Federal Rules of Civil Procedure 26 and 34 and Civil Local Rule 34, I, *[name of responding party]* _____

hereby respond to the Requests for Production of Documents by providing copies of the documents listed below.. I reserve any objections available under rules and laws relating to this case.

RESPONSE TO REQUESTS

Response 1. _____

Response 2. _____

Response 3. _____

Response 4. _____

1 Response 5. _____

2 Response 6. _____

3 Response 7. _____

4 Response 8. _____

5 Response 9. _____

6 Response 10. _____

7 Response 11. _____

8 Response 12. _____

9 Response 13. _____

10 Response 14. _____

11 Response 15. _____

12 Response 16. _____

13 Response 17. _____

14 Response 18. _____

15 Response 19. _____

16 Response 20. _____

17 Response 21. _____

18 Response 22. _____

19 Response 23. _____

20 Response 24. _____

21 Response 25. _____

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25 Date: _____ Sign Name: _____

26 Print Name: _____

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CERTIFICATE OF SERVICE

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I hereby certify that service of the REQUESTS FOR PRODUCTION OF DOCUMENTS FROM _____ was made on the ____ day of _____ 2022, by _____, to the following:

Date: _____ Sign Name: _____
Print Name: _____