

## Instructions: Response to Interrogatory

This packet provides general guidance about your responses to written questions from another party in the case. *This template provides guidance only. Using this template does not guarantee any result in your case.*

### WHEN TO SEND INTERROGATORIES

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1. **Figure out the deadline to serve your responses.** You have 33 days from the date the Interrogatories were mailed to you.

### HOW TO COMPLETE THIS TEMPLATE FOR INTERROGATORIES

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- Fill in the case information.** Fill in all blanks on the first page.
- Write your Responses to Interrogatories.** Write simple responses that explain your understanding of the Interrogatories. Use extra pages if you need more space. Make sure that your response is marked to refer to the Interrogatory to which you are responding.
- Review, number the pages and sign.** Read the entire document to make sure your Responses to Interrogatories are clear, 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 serving party has to file any objections or motions regarding your responses before the close of Discovery.

### SERVING YOUR INTERROGATORIES

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

### STAY UP TO DATE

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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

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There are other resources for understanding the laws and rules of the Court:

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: \_\_\_\_\_

3 \_\_\_\_\_

4 Phone Number: \_\_\_\_\_

5 E-mail Address: \_\_\_\_\_

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**UNITED STATES DISTRICT COURT  
DISTRICT OF NEVADA**

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\_\_\_\_\_

Case Number: \_\_\_\_\_

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\_\_\_\_\_

**RESPONSES TO INTERROGATORIES**

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Plaintiff,

**FROM**

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vs.

*[name of sending party]*

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\_\_\_\_\_

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\_\_\_\_\_

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\_\_\_\_\_

**SET NO.** \_\_\_\_

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Defendant.

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Pursuant to Federal Rules of Civil Procedure 26 and 33 and Local Rule 33, I, *[name of responding party]* \_\_\_\_\_

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hereby respond to the Interrogatories.. I reserve any objections available under rules and laws relating to this case.

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Response 1.

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Response 2.

Response 3.

Response 4.

Response 5.

Response 6.

Response 7.

Response 8.

Response 9.

Response 10.

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Response 11.

Response 12.

Response 13.

Response 14.

Response 15.

Response 16.

Response 17.

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Response 19.

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Response 20.

Response 21

Response 22.

Response23.

Response 24.

Response 25.

Date: \_\_\_\_\_ Sign Name: \_\_\_\_\_

Print Name: \_\_\_\_\_



**CERTIFICATE OF SERVICE**

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I hereby certify that service of the RESPONSES TO INTERROGATORIES

FROM \_\_\_\_\_ was made on the \_\_\_\_ day of \_\_\_\_\_ 2022,

by \_\_\_\_\_, to the following:


Date: \_\_\_\_\_ Sign Name: \_\_\_\_\_

Print Name: \_\_\_\_\_