

Instructions: Responses to Requests for Documents

This template provides guidance only. Using this template does not guarantee any result in your case.

WHEN TO REQUEST DOCUMENTS

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

HOW TO COMPLETE THIS REQUEST FOR PRODUCTION OF DOCUMENTS TEMPLATE

- Fill in the case information.** Fill in all blanks on the first page.
- Write your own Responses.** Make a list of the documents that you have which have been requested. Attach the documents on your list; it is a good idea to put a cover page in front of each document(s) with the number of the Request to which you are responding.
- 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 serving party has to file any objections or motions regarding your responses before the close of Discovery.

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.***

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

These are resources for understanding the laws and rules of the Court:

1. **Handbook for Pro Se Litigants.** The Handbook is a procedural guide for people who are representing themselves. It was prepared by the Court and is available at the Clerk's Office or on the Court's website at www.cand.uscourts.gov/prosehandbk.
2. **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>.
3. **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: _____

6 Pro se

7
8 **UNITED STATES DISTRICT COURT**
9 **DISTRICT OF NEVADA**

10 _____
11 _____
12 **Plaintiff,**
13 **vs.**
14 _____
15 _____
16 _____
17 _____
18 _____
19 **Defendant.**

Case Number: _____

**RESPONSE TO REQUESTS FOR
PRODUCTION OF DOCUMENTS FROM**

[name of responding party]

SET NO. _____

20 **INSTRUCTIONS**

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

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

25 **RESPONSE TO REQUESTS**

26 Response 1. _____
27 Response 2. _____
28 Response 3. _____

1 Response 4. _____

2 Response 5. _____

3 Response 6. _____

4 Response 7. _____

5 Response 8. _____

6 Response 9. _____

7 Response 10. _____

8 Response 11. _____

9 Response 12. _____

10 Response 13. _____

11 Response 14. _____

12 Response 15. _____

13 Response 16. _____

14 Response 17. _____

15 Response 18. _____

16 Response 19. _____

17 Response 20. _____

18 Response 21. _____

19 Response 22. _____

20 Response 23. _____

21 Response 24. _____

22 Response 25. _____

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25

26 Date: _____ Sign Name: _____

27 Print Name: _____

28

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: _____